



# Maryland College Application Campaign

This manual provides an overview of the Maryland College Application Campaign and is intended for high school site coordinators, typically school counselor or assistant principals to plan and implement a successful college application campaign.

August 2016

SITE COORDINATOR MANUAL



**#MDCOLLEGESTRONG**

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# Introduction

The process of applying to college can be daunting, especially for first-generation college students, low-income students and others who are underrepresented in higher education. Having someone help with navigating the college application process can help to encourage these students and their parents to pursue a postsecondary education. By offering Maryland College Application Campaign (MCAC) events and activities, your school can ensure that every junior and senior has the opportunity to receive hands-on assistance to help them take the first steps toward continuing their education beyond high school. MCAC assists students with deciding which postsecondary education option best meet their needs and parents feel more at ease with procedures for applying and paying for these next steps. MCAC also helps create a college-going culture at your high school, generating excitement and engagement among younger students.

The Maryland State Department of Education (MSDE) in partnership with College Goal Maryland (CGM) hosted MCAC at **53** high schools across the state in 2015. A total of **4,144** seniors submitted **11,508** college applications during MCAC Week in October 2015. Schools continued to support students in the application process by holding Free Application for Federal Student Aid (FAFSA) completion events. Maryland joined 49 other states that participated in College Application Campaign events. The program is part of the American College Application Campaign sponsored by the American Council on Education. Funding for the MCAC is provided by the Maryland Higher Education Commission (MHEC) through the Federal College Access Challenge Grant.

The 2015 Maryland College Application Campaign program included the following high schools:

## **Anne Arundel**

Northeast  
Old Mill

## **Baltimore City**

Baltimore Polytechnic Institute  
Digital Harbor  
Paul Laurence Dunbar  
Vivian T. Thomas Medical Arts Academy  
Reginald F Lewis School of Business and Law  
Western

## **Baltimore**

Dundalk  
Landsdown  
Overlea  
Parkville  
Woodlawn

## **Caroline**

Colonel Richardson  
North Caroline

## **Carroll**

Manchester Valley  
Winters Mill

## **Cecil**

Bohemian Manor

Elkton

North East

Perryville

Rising Sun

## **Charles**

Henry E. Lackey  
LaPlata  
Maurice J. McDonough  
Thomas Stone  
Westlake

## **Dorchester**

Cambridge-South  
Dorchester  
North Dorchester High

## **Garrett County**

Northern Garrett  
Southern Garrett

## **Montgomery**

Montgomery Blair

## **Prince George's**

Bladensburg  
Central  
Oxon Hill  
Potomac

Suitland

## **Queen Anne's**

Kent Island  
Queen Anne's

## **Somerset**

Crisfield Academy  
Washington Academy

## **Washington**

Barbara Ingram School for the Arts  
Boonsboro  
Clear Spring  
Hancock Middle  
North Hagerstown  
Smithsburg  
South Hagerstown  
Washington County Technical  
Williamsport  
**Wicomico**  
James M. Bennett  
Mardela Middle/High  
Parkside  
Wicomico

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# Section 1

## Structuring Your Maryland College Application Campaign Activities

### SECTION CHECKLIST

- ✓ Build a school-wide MCAC planning team to encourage all teachers, counselors, administrators and community partners to get involved.
- ✓ Ask teachers to dedicate an in-class assignment to admissions essay preparation and college readiness.
- ✓ Add activities to the school's calendar.
- ✓ Reserve space for activities, including computer lab space for submitting applications, completing online college research and FAFSA completion events.
- ✓ Fold MCAC activities into your school-wide career develop process.
- ✓ Create a college going culture by involving 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade students in MCAC activities.
- ✓ Develop a list of community members/school partners who can assist with recruiting volunteers or donating supplies for your events.

### Creating Your Planning Team

A school-wide planning team with representation from teachers, staff, students, parents and community members is critical to the success of your MCAC initiative. You should establish your planning team during the spring before your MCAC is scheduled to occur. Meet regularly with the planning team to select activities appropriate to your students and school environment, touch base on progress with tasks and assignments as well as determine the best dates and times for scheduling activities. Remember to include activities for juniors to prepare them for their postsecondary plans. Aside from serving on your planning team there are many ways to involve these stakeholders.

***School Planning Committee***  
Local College Admissions  
Representatives

Local College Financial Aid Staff

Business Leaders

Chamber of Commerce Members

Faith-Based Community  
Representatives

Community-Based College Access  
Staff

Workforce Development Staff

PTA/PTO Representative

Teachers

Parents/Guardians

Students

Grandparents

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### Involve Staff

Ask teachers to dedicate time to an in-class assignment related to students' post-secondary planning:

- Ask mathematics or personal finance teachers to do a lesson on calculating financial need and student loan repayment options.
- Ask government and economics teachers to lead a "college match" lesson where students research and identify schools that are a good fit academically, financially and educationally.
- Ask technology teachers to conduct virtual college tours with students (see page 19).
- Work with media/journalism teachers to create ads or promotional videos for local media outlets including radio, television and newspaper.
- Have English teachers assign a project to write admissions essays. You can find essay starter questions on college websites.

### Involve Students

It is important to involve students from other grades to help establish a college going culture within the school. Students and classes can help promote events. For example, work with underclass advisors to get student volunteers to help decorate for an event or involve the school pep band to lead school-wide pep rallies for the Kick-Off and Decision Day events.

Show the film ***First Generation***. This documentary film follows four students as they complete high school, face barriers to pursuing further education and strive to be the first ones in their families to attend college. The film is narrated by Blair Underwood. The 95-minute film does have a screening fee. For more information, Visit: [www.firstgenerationfilm.com](http://www.firstgenerationfilm.com).

### Involve Parents

October is National Family Engagement month. Ask to put MCAC on the agenda at a PTO meeting in September or set up a table during parent/teacher conferences, which are typically held in October. Ask parents to volunteer or donate supplies for MCAC events and, of course, answer questions parents may have about preparing, applying and paying for college.

### Involve the Community

Inviting community members that have a vested interest in college access and success to be on your planning tea. This will provide you with support for the various logistics necessary to implement a successful College Application Campaign at the school level. When planning and implementing your school's MCAC initiative, you should follow all district and school policies regarding non-school personnel visiting, volunteering, or otherwise assisting with your school's program.



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### **Involve Higher Education-Campus Tours**

Institutions of higher education often have resources, speakers and materials available to help prepare students and parents for their next steps into postsecondary education. Make sure you consider strategies like setting up campus tours for both students and parents especially for those students who may be the first to go to college in their family. Be especially cognizant that this may be the first time some participants will be on a college campus.

### **College Fairs**

Look for college fairs to be offered during the months of September and October. If your school is hosting or attending a college fair, you may want to schedule your MCAC activities during the same week or other time frame when the fair is scheduled. This can be a great way for MCAC participants to direct questions to specific colleges as well as build enthusiasm over college attendance.

### **Develop Your Schedule of Activities**

#### **Kick-off Assembly or Celebration**

The general idea for the kick-off event is to build excitement about MCAC events and students' postsecondary education options. You may want to solicit an outside speaker, explain MCAC activities and procedures, distribute MCAC student materials, and/or offer door prize(s) for attendance.

#### **MCAC Application Week**

The goal of this week is to have every senior student apply to at least one postsecondary institution. Students who have plans to enter the military or students who have no plans to attend college should participate so that they can be exposed to the process.

After applying for admissions, one of the next steps in the college preparation process is submitting financial aid forms. In previous years, the FAFSA was not available until after January 1 each year. Beginning in 2016, the FAFSA will be available on October 1<sup>st</sup>. This is a perfect time to help students learn about and get ready for completing the FAFSA. It is also a great time to educate parents about the FAFSA process. **As part of the MCAC week application process make sure students obtain their FSA ID if they have not completed this procedure** (*Refer to page 15 of this manual for FSA ID Instructions*).

#### **FAFSA Completion Events**

**Every school site participating in MCAC must host or participate in a Free Application for Federal Student Aid (FAFSA) Completion Event.** Confirm the dates for your "Finish the FAFSA" events early in spring prior to your next year's MCAC Application Week with **Sharon Hassan, Executive Director for College Goal Maryland (CGMD)** by phone at 887.632.4709 or [collegegoalmaryland.@gamil.com](mailto:collegegoalmaryland@gamil.com).



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You may work with a community partner such as the local community college to hold a FAFSA Completion event or you can ask to receive assistance in planning FAFSA completion events and informational sessions for parents on paying for college from CGMD. **You are required to report the dates of your FAFSA events and data regarding the completion and submission of FAFSA applications to MSDE and CGMD.**

### Understanding Your Award Letter Events

There is no standard format for students' award letters, but they contain the same overall information such as:

- How much your year in college will cost?
- How much the school financial aid package is giving you?
- What portion will the family contribute?
- How much of a gap is there to make up through other sources? College Goal Maryland can assist with planning these events.

### College Decision Day Event

The goal of **College Decision Day** is to recognize high school seniors for their postsecondary educational plans and encourage younger students and families to prepare early for postsecondary education. College Decision Day is generally held on or around May 1 and is designed to coincide with the date that most seniors must inform a college/institution of their plans to enroll. Make this event fun and festive!

College Decision Day is inspired by the NCAA's National Signing Day to reinforce that excellence in the classroom should be given as much pomp and circumstance as excellence as an athlete. NCAA's National Signing Day is a celebration where high school seniors sign a letter of intent to play sports at a specific college.

### One-On-One Assistance to Students Completing and Submitting Admissions Applications

For this activity it is important to reserve enough computers and lab time so that each high school senior can submit at least one admission application during your MCAC activities. An average student typically requires about an hour to successfully complete and submit one college application. Even if the student is planning to enter the military or workforce it is beneficial to have them complete at least one admissions application.

Having every student complete an admissions application gives them the experience for the future. Prior to participating in this activity, the student should have completed the College Application and College Fit Worksheet (*see appendix section*). Students should also save confirmation printouts from their submitted applications in their College Portfolios.

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### **One-On-One Counseling with Students about College Fit and Calculation of Total Costs and Net Price**

Effective college guidance for low-income students involves a host of tasks and takes time and includes helping students identify college matches that offer robust support structures and adequate funding. You may wish to use the College Fit Worksheet to assist guide discussions and to help students document and remember their needs and concerns about attending college/training program.

### **College Preparation Workshops**

Schedule workshops that will be helpful to students and parents/guardians. Invite a college student panel to address college-life questions. For many students, especially first-generation college students the thought of living away from home can be particularly stressful. Include workshops on financing college as well.

### **One-On-One Assistance to Students Applying for ACT or SAT Exam Fee Waivers and Registering for a Test Date**

The ACT website can be found at <http://www.actstudent.org>. To be eligible for an ACT fee waiver, a student must be enrolled in the 11th or 12th grade, either a U.S. citizen or testing in the U.S., U.S. territories, or Puerto Rico and meet one or more indicators of economic need listed on the fee waiver form. Eligible students may receive a maximum of two separate fee waivers in total. A waiver is used at the time the student registers for an exam and may not be used to cover late registration fees, test date changes, test location changes, or other fees or services. Copies of test registration confirmation pages should be stored in the College Portfolio to help keep the student organized.

### **Workshops with Military Representatives to Discuss ROTC Opportunities or Veterans' Education Benefits**

The branches of the U.S. military offer education payment and training benefits for service members. For more information, visit [www.benefits.va.gov/gibill/education\\_programs.asp](http://www.benefits.va.gov/gibill/education_programs.asp).

### **Individual Student Profiles or Videos to Gather Student Feedback and Quotes**

This type of activity should be fun for students and may be useful to promote your next year's MCAC activities. You may want to consider using Facebook, Twitter, Vine, Instagram, Snapchat, Youtube, Blogging or other social media platforms to help reach as many students as possible to build excitement.

### **End of the Week or Month "I applied" Celebration**

You may wish to celebrate with a school assembly or some other type of event to acknowledge everyone's hard work up to this point. This is a perfect time to share the list of all schools to which students applied during your MCAC event.

**The following chart may help you plan MCAC activities:**

<b>Activities: September</b>	<b>Potential Volunteers</b>	<b>Add to School Calendar?</b>	<b>Reserve Facilities?</b>
Kick-off celebration	Promotion assistance – Social Media campaign (students/teachers/community) Pep Rally/Outside Speakers	Yes	Large room such as the gym
Preparation Activities: Class assignments	English teachers - admissions essays Economic/government teachers – college fit Personal finance/math teachers - college costs, financial need, and student loan assignment	No	No
College Research Assistance and FSA ID	Media Center Staff		
Viewing of the film First Generation	Teacher or staff to set up hardware and moderate	Yes	Yes
College fair	Admissions counselors, high school counselors, student volunteers from lower grades		Yes
<b>Activities: October</b>			
College t-shirt/door decorating days	School staff	Yes	No
Counseling students about college fit, net price and costs, etc.	College Fit Worksheet (comparisons)	No	No
College-related daily PA announcements, contests and prizes	Staff & Students — generate awareness of daily activity or give a morning “Fun fact”	No	No
College application assistance	One-on-one technical assistance.	Yes	Computer lab
Parent/teacher conferences	Volunteers may be needed to staff an MCAC table	Yes	Yes
ACT or SAT exam waiver or test registration assistance	One-on-one assistance	Yes	Computer lab
ROTC or military education benefits workshop	Outside speakers	Yes	Classroom or larger room
College preparation workshops with student panels:	Seniors who have already completed their admissions applications may provide testimonials or answer questions Outside speakers from local postsecondary institutions, such as someone from residential life	Yes	Classroom or larger room
MCAC participant testimonials	Students from school media classes or staff	No	No
MCAC WEEK	Staff and Community Volunteers Computer lab set-up	Yes	Yes
FAFSA application	One-on-one technical assistance	Yes	Computer lab
MCAC “I applied” celebration	Photography or journalism students	Yes	Large room such as the gym
FAFSA Completion Events (contact College Goal Maryland)	Offered by College Goal Maryland for Site Coordinators	Yes	Yes
<b>Activities: October</b>			
FAFSA Completion Reminders	Morning Announcements, Reserve Computers specifically for FAFSA work, Parent Reminder	Yes	Yes
<b>Activities: April - June</b>			
Understanding Your Award Letter Events	Guest Speaker College Goal Maryland or College Financial Aid Officer	Yes	Yes
Decision Day Celebration	Photography or journalism students	Yes	Large room such as the gym
Working with Juniors	School Staff: College Fit Worksheet	Yes	No (classrooms may be used)

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## Section 2

### Promoting Your Maryland College Application Campaign Activities

#### SECTION CHECKLIST

- ✓ Use the statewide MCAC logo on your promotional materials.
- ✓ Have students create a MCAC banner and hang it in a visible, well-trafficked spot such as the cafeteria or gym. Be sure to include FAFSA Completion and Decision Day on Banner.
- ✓ Post a schedule of your program's activities (see sample on page 7.)
- ✓ Verify that all MCAC planned activities are listed on the school calendar.
- ✓ Promote MCAC by using the media classes to create ads for local radio, television and newspapers.
- ✓ Schedule phone blast and/or text message reminders.
- ✓ Request that MCAC be added to school announcements and social media posts. Use the hash tag #MDcollegestrong. When MCAC is near, add it to your school's outdoor sign.
- ✓ Develop and post a schedule of your program's activities. A sample may be found in the Resource Section of this guidebook.

#### Promotional Materials

Make sure you have all of your promotional items and materials ready at least two weeks prior to your MCAC kick-off event. To keep the cost of promotion to a minimum, ask for help from the Graphic Arts teachers or obtain donations from your community members.

##### Suggested Items:

**MCAC Buttons** — Distribute to teachers, staff, and volunteers to wear to help promote events and identify volunteers.

**MCAC "I applied" Stickers** — Distribute to each senior who submits an admissions application.

**Ask Me! Stickers** — Distribute to teachers, administrators and volunteers to encourage conversations about their college selection and application experiences.



#### ASK ME!

About  
Applying To  
College

#### ASK ME!

About  
FAFSA  
(How I Paid for College)

#### ASK ME!

About  
Where I Graduated  
from College

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### **“Ask Me!” About It Signs**

This is a quick and low-cost way to create awareness and excitement for your school's MCAC event. Create an electronic “8 1/2 x 11” “Ask Me!” sign and send it to all staff members in the school – ask them to customize it to their alma mater and display it outside their classroom or office.

### **Door Decorating Contest**

Prior to your kick-off event for MCAC, ask all staff to decorate their classroom or office doors with drawings, pictures or artifacts from their alma mater. Urge students to ask staff about their college experiences. Hold a contest for the best door decoration. Ask the student body to vote for the top three doors. Give a certificate award to the winners at your Kick-Off event.

### **College T-Shirt Days**

Designate special days during your MCAC events for teachers and staff to wear shirts from their college alma maters. This helps heighten excitement about college and the vast options of postsecondary schools and programs.

### **Information Letters**

Public awareness letters may be sent to parents and community partners about your school's MCAC efforts and about informational sessions for parents and students. These should be sent about two months prior to your MCAC event on school letterhead.

### **Phone Blasts/Text Blast**

Use these to remind parents that the MCAC opportunity is available to their child. It is recommended that this is implemented at least three weeks prior to MCAC Week.

### **Mayoral Proclamation**

The MCAC State Coordinator asks for a gubernatorial proclamation for the state's initiative. A mayoral proclamation for your school's event is a wonderful complement. If there are multiple schools in your area implementing an event, be sure to coordinate with them so the proclamation is accurate and reflects all participating schools (see appendices section).

### **Working with Local Media**

You may want to highlight your MCAC activities by contacting your local media. If school policy allows, invite them to be a part of your program. Media coverage will help students, families, and the community, recognize the importance of this program for your school and students.

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### **Post Event Press Release**

To keep your MCAC efforts in the news, send out a Post Event Press Release after each of your MCAC events. Include data about your accomplishments and give a shout-out to your community partners.

### **Website and Social Media Presence**

Designate a member of your planning committee to work with your administrator to post information, pictures and videos to your school's website. Use the hash tag **#MDcollegestrong** to tag the MCAC social media sites. Be sure to use social media before, during and after your events.

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## Social Media

A great way to keep students, staff, the community, parents and the general public informed about the **Maryland College Application Campaign** is through the use of social media. Social Media platforms such as Facebook, Twitter, Snap Chat, Instagram, YouTube, and Pinterest provide opportunities to show case the MCAC process and students proudly participating in the campaign, applying for college.

Maryland College Application Campaign has launched Facebook, Twitter and Instagram accounts to allow schools to upload pictures and videos promoting MCAC events and activities. See below the social media name for each social media platform:

**Facebook:** Maryland College Application Campaign

**Twitter:** MD College App @mcacampaign

**Instagram:** MDcollegeapp

When posting on social media, please encourage your schools, students, staff, and parents to use the hash tag:

**#MDCollegeStrong**

### Student Perspective Blogs

Students' viewpoints are valued. Therefore, invite students to contribute to online blogging about their college applying experience. Students may blog online in writing or video (iPhone video file up to 1 minute). Encourage students to use the subject line: **Student Blog** and submit their blog on [info.msde@maryland.gov](mailto:info.msde@maryland.gov) (see appendices section).





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# Section 3

## Helping Students Prepare for Maryland College Application Campaign Week

### SECTION CHECKLIST

- Distribute event preparation materials to students:
  - College Application Worksheet
  - College Fit Worksheet
  - College Portfolio
- Encourage students to complete college research prior to MCAC Application Week.
- Give teachers goals and objectives for integrated lessons.
- Register students for FAFSA Completion Events.
- Communicate with parents about events and to solicit their help as volunteers.

### School Choice and Counseling Students about College Fit

Ideally students should arrive at the computer lab during the application activity with a list of colleges they are interested in attending. The College Fit Worksheet and College Application Worksheet are ideal college research tools for students to use and record information about the schools in which they may be interested. You may have other college research tools that work as well or better. Please use the tools that work best for you and your students.

### Location

In state or out of state; proximity to home and travel expenses necessary to visit home. What about in-state vs. out-of-state tuition costs?

### Type: Public or Private

Among independent postsecondary institutions are 25 four-year colleges and universities; 2 two-year colleges; and 175 private career schools approved by the Maryland Higher Education Commission. For more information on which programs are accredited, see:  
[www.mhec.state.md.us/highered/heprograms.asp](http://www.mhec.state.md.us/highered/heprograms.asp)

### Size

Would the student be interested in the experience of a large university? Or would the student benefit from a smaller school where it might be easier to develop connections with teachers and school staff? Information about a school's enrollment as well as its student-to- faculty ratio should be available on its website. Use a website such as  
<https://bigfuture.collegeboard.org/compare-colleges> to compare colleges to find the best fit.

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### **Available majors/programs and admissions selectivity**

Is the student interested in obtaining an associate or bachelor's degree? For students who want to obtain a bachelor's degree, a community college may still be the place to begin. Consideration should be made according to transferability of credits and courses as well as cost. Transferability of credits can be researched using the Maryland Higher Education Commission's (MHECs) transfer guide at <http://www.mhec.state.md.us/preparing/stuguide.asp>.

Several resources are provided by MHEC to help students understand the things they need to do to prepare for college, research colleges and learn how to pay for college: For a grade-by-grade planning guide to prepare for college go to [www.mdgo4it.mhec.maryland.gov/ready-for-college/grade.html](http://www.mdgo4it.mhec.maryland.gov/ready-for-college/grade.html).

### **Total Cost, Net Price and Other Data**

Net price is the difference between the "sticker" price (full cost) to attend college, minus any grants and scholarships. By federal law, each institution is required to provide a version of the Net Price Calculator on its website. To find out what the "net price" is for a specific college or university, check out [www.collegecost.ed.gov/netpricecenter.aspx](http://www.collegecost.ed.gov/netpricecenter.aspx). Colleges will also typically provide information such as their first-to-second year retention rates, the numbers and percentages of students enrolled by various demographic categories, graduation rates, average student loan debt of its graduates, and more.

### **The U.S. Department of Education's College Affordability and Transparency Center**

This provides a College Scorecard to help students and families better understand the affordability and outcomes associated with particular postsecondary schools. For more information, visit [www.collegecost.ed.gov](http://www.collegecost.ed.gov)

### **Admission Fees**

Most colleges require application fees when a student submits an application to their school. Many colleges will require a credit card, pre- paid credit card, debit card or electronic check information in order to submit an application online. Students who are unable to provide payment information during MCAC week can save an application and submit it later. Or ask the school counselor for an application for a fee waiver.

### **College Application Fee Waivers**

Applying for college can be expensive for any student. Some colleges and postsecondary institutions do not charge admissions fees. Application fees may prohibit some families, especially those with a financial burden or hardship, from applying to college. It is important to let students and parents know that they may be eligible for waivers of these fees. The **College Application Worksheet** includes spaces to record the appropriate information for fees and waivers.

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### **Federal Money for College**

When it comes to pay for college, there are grants, scholarships, work-study and low interest grants available. For more information regarding various federal aid programs visit the Student Aid website at [www.studentaid.gov](http://www.studentaid.gov). For tip on where to find links for a free online scholarship, visit [www.studentsid.gov/scholarship](http://www.studentsid.gov/scholarship).

There are three types of fee waivers typically accepted by colleges and universities, but it is important to note that not all colleges and universities will accept fee waivers. For further information about fee waivers, students should speak directly with their high school counselor to determine which colleges will accept fee waivers.

### **National Association for College Admission Counseling (NACAC)**

The NACAC Request for Admission Application Fee Waiver Form is for traditional high school students who meet NACAC's requirements. This form should be used for the schools the student is the most interested in attending (up to four schools). Not all schools will accept the NACAC fee waiver form.

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### **ACT**

Many colleges and universities will consider waiving or deferring the admission application fee for students who have been granted an ACT Fee Waiver. To facilitate consideration of such requests, ACT has provided a request form in the 2015–2016 ACT User Handbook for Educators for high school counselors to photocopy and complete for students. Individual institutions are not obligated to waive or defer their admission application fees for any specific applicants

### **College Board**

The College Board fee waivers cover more than just the testing fees. Students who are eligible for fee waivers can also receive up to four Requests for Waiver of College Application Fee forms free or at a reduced price.

### **Free Application for Federal Student Aid (FAFSA)**

Many students and parents may not be aware of the FAFSA or they may feel anxious about filling it out. Make sure they know that they will need a FAFSA ID before they can begin filling out the form online so they feel more prepared.

In order to guide them through the application, you might wish to arrange for them to attend a workshop at which they can get help as they complete the form. You may either host the workshop at your school or find one in the community for them to attend. Remember to schedule the computer lab for your FAFSA completion events so that parents and students can work on the application online!

Generally, the way FAFSA completion events function is that students and parents attend with their financial documents in hand, sit down at computers, and fill out the FAFSA with volunteer assistance. The host organization might also have a speaker guide the entire group through the FAFSA question by question or have students go through it at their own pace as experts stand by to answer individual questions.

### **New FSA ID**

Students (and parents) will log on to FAFSA on the Web at <https://fafsa.ed.gov> with a username and password that they create. This removes the need for the personal identification number (PIN) and the use of personal identifiers such as name, birth date, and Social Security number. Users do not need to do anything to prepare for it; when they first log on to FOTW, they will be asked to create a username and password. If they already have a PIN, they will have the option to link it to their new FSA ID, which will allow them to immediately use the ID rather than wait 1–3 days while their identifying information is confirmed.

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### **United States Department of Education School Code Lists**

Federal school codes may be found in the online FAFSA or at <http://ifap.ed.gov/ifap/fedSchoolCodeList.jsp>. School codes are issued by the U.S. Department of Education at the time the school is approved to participate in any of the federal financial aid programs, such as the Pell Grant or student loans. The school code is useful at the time of applying for admissions and is required when the student submits the Free Application for Federal Student Aid, on or FAFSA, after October 1st.

### **Communicating with Parents**

To make sure your students are fully prepared to submit admissions applications during your MCAC activities, it is important to communicate with parents of seniors. In some cases, students may need to obtain a parent's credit card to take care of any required admissions fees. It is important that parents are aware of the activities you are planning and their needed support and encouragement.

For some activities, it may be appropriate to invite parents to participate along with their student. Additionally, parents may be helpful to students in reviewing potential colleges and determining what schools are a good fit for individual circumstances and preferences.

### **ACT Profiles**

ACT Profile is a first-of-its-kind college and career planning community, built on 30+ years of ACT research. Mobile, social, and free to the public, ACT Profile delivers powerful, personalized insights to inform individuals as they navigate through life's key decision points. ACT Profile provides the tools to support students, teachers, counselor and parents in the college search process.

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## College Planning

### Search Careers

Based on interests, abilities and values, students can review careers that match their profile. For more information, visit <http://www.actstudent.org/college> .

### Let Them Match You

ACT offers a service which allows you to learn about educational, scholarship, career, and financial aid opportunities at no charge to you.

### Test Results

Students may keep record of their test results in a centralized location.

## Education

### Major Map

To explore college majors and find majors that fit your interests.

<http://www.actstudent.org/career/majors.html>

### Major Search

Search major by cluster (i.e., business, management) occupation search (i.e., market research analyst) and degree level.

### School Search

Explore Schools based on desired location, education level (i.e., Bachelor). The result provides suggested college majors.

### Career Map

The Career Map provides a sense of direction, and the opportunity to explore occupations, and organize all occupations through an inventory process.

### Military Search

Search by military branch (Air Force, Army, Navy, etc.) and community (enlisted, officer).

### Connections

Provide the ability to connect with others on ACT Profile with similar interests.

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## College Results Online

### The Education Trust

College Results Online (CRO) is an interactive, user-friendly Web tool designed to provide policymakers, counselors, parents, students, and others with information about college graduation rates for nearly any four-year college or university in the country. For more information visit: <http://www.collegeresults.org> . CRO provides the opportunity to see related information along with information about a comparison group of 15, 25 or 50 similar colleges.

### Compare Colleges

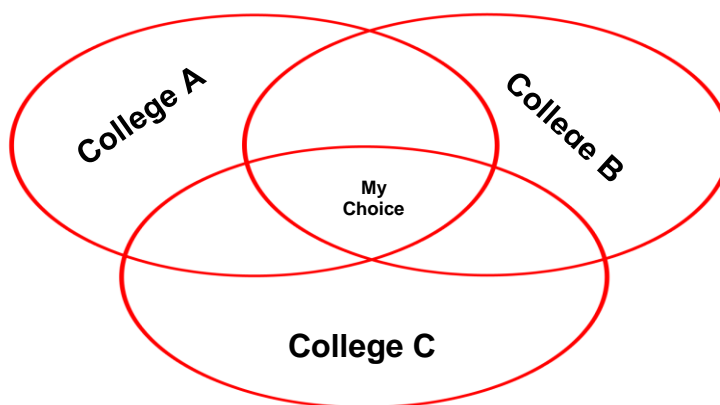
Affords the opportunity to create your own group of colleges to compare their graduation rates.

### CRO allows Users To:

Examine colleges' graduation rates, and see how those rates have changed over time.  
Compare graduation rates of similar colleges serving similar students.  
CRO provides resources for school staff, parents and students regarding scholarships, and a variety of additional resources. Learn about colleges' track records in graduating diverse groups of students.

### CRO also:

Shows that at many colleges, significant gaps exist in graduation rates between student subgroups.  
Provides powerful examples of colleges that prove that low graduation rates - especially for diverse students are not inevitable.





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## Virtual College Tours

Virtual college tour websites provide virtual campus tours of countless colleges and universities for an interactive and stunningly true life tour experience. Virtual tours are generally comprised of photos, 360-degree panoramas campus view, plus other tools for college planning and scholarship research. Students, parents, and staff may use the advanced search options to refine results to find schools that meet the student's need. Listed below are a few virtual college campus tour websites that may be explored for virtual reality experiences. You may conduct an internet search for other college virtual campus tour sites. The Maryland State Department of Education does not endorse any of the listed websites. These sites are provided for informational purposes. **To view these virtual college tour sites, you may need to download QuickTime or Java.**

- ✓ College characteristics (search for colleges based on type, size, and other characteristics)
- ✓ Student characteristics (search for colleges based on the characteristics of the student body)
- ✓ Student outcomes (search for colleges based on their students' success rates)

<b>Name of Site</b>	<b>Website Links</b>	<b>Brief Description</b>	<b>Other Tools</b>
<b>eCampusTour</b>	<a href="http://www.ecampustours.com">http://www.ecampustours.com</a>	Virtual tours - allow prospective students to explore facilities from an assortment of online platforms.	Scholarship information, college tips, information for student and parent, and educators, and much more!
<b>CampusTours</b>	<a href="http://www.campustours.com">http://www.campustours.com</a>	Virtual tours - allow prospective students to explore facilities from an assortment of online platforms.	Interactive tours and campus maps, campus tour blog (student commentary), and much more!
<b>You University TV</b>	<a href="http://www.youniversitytv.com">www.youniversitytv.com</a>	College videos tours of colleges and universities by students and staff.	Scholarship information, college tips and career videos, tuition details, and much more!
<b>You Visit</b>	<a href="http://www.youvisit/colleges.com">http://www.youvisit/colleges.com</a> (click on <b>explore</b> to enter college tour sites)	Virtual tours - allow prospective students to explore facilities from an assortment of online platforms.	Virtual tour guide and opportunity to apply online. May listen to tour in English, Chinese, Spanish and Arabic, and much more!

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## Maryland's Scholarship & Grants

### Cash for College<sup>1</sup>

Maryland offers a vast number financial assistance programs to help pay for college. Each year, the State of Maryland awards approximately \$100 million in need-based grants, scholarships, and loan repayment programs. Every year, more than 65,000 students, receive money that ranges from \$200 per year to over \$17,500 per year.

Maryland scholarship and grant programs are available to eligible students who plan to attend a public or private Maryland two-year or four-year College, university or private career school. State financial aid can be used by both part-time and fulltime students.

Financial aid resources are available for paying for college, how to apply for financial aid, a list of types scholarships and grants, and information on MHEC's comprehensive financial aid system (MDCAPS) that allows the processing of State scholarship applications.

### Sample Available Grants and Scholarships

#### Howard P. Rawlings

Educational Assistance Grant

The State's largest financial aid program helps low- and-middle income students, based upon financial need, attend a two-year or four-year Maryland Institution.

### Who May Apply

Current high school seniors who will complete a college preparatory program. Students interested in enrolling in a two-year technical program at a Maryland Community College. Student who graduated from high school no more than one year and has never attended a post-secondary education institution (with an appeal for extenuating circumstances).

### How to Apply

First complete and submit the FAFSA at [www.fafsa.gov](http://www.fafsa.gov). Second, complete and submit the Guaranteed Access (GA) Grant Application with all documents <https://mdcapsa.mhec.state.md.us>


For further information about the Howard P. Rawlings grant go to [www.mhec.maryland.gov](http://www.mhec.maryland.gov)

### Guaranteed Access Grant

When combined with a Federal Pell Grant, the program will pay the cost of attending a public two-year or four-year Maryland college. The maximum award of \$17,500 can be used at independent institutions too. For more financial aid support, see the Resource and Template Section for the 2016-2017 Scholarship Guide Money for College Question and Answer

<sup>1</sup> Source: The Maryland Higher Education Commission: [www.mhec.maryland.gov](http://www.mhec.maryland.gov)

## 2016 – 2017 SCHOLARSHIP GUIDE - MONEY FOR COLLEGE

	MARYLAND OFFICE OF STUDENT FINANCIAL ASSISTANCE PROGRAMS	UNDERGRADUATE	GRADUATE	VOCATIONAL/PRIVATE CAREER	FULL-TIME	PART-TIME	NEED-BASED	APPLICATION METHOD	ANNUAL MAXIMUM AWARD	ADDITIONAL INFORMATION
<b>NEED-BASED AID</b>	Howard P. Rawlings Guaranteed Access Grant	•			•		•	FAFSA <sup>1</sup> and OSFA <sup>2</sup>	\$17,500	May apply as a high school senior; income limit; minimum cumulative GPA 2.5 required; complete college preparatory program; maintain satisfactory progress in college.
	Howard P. Rawlings Educational Assistance Grant	•			•		•	FAFSA	\$3,000	Maintain satisfactory academic progress in college. Demonstrate financial need. FAFSA must be filed by March 1.
	Part-Time Grant	•				•	•	FAFSA; Institution Financial Aid Office	\$2,000	College or university accepts recipients. Must be part-time, degree seeking undergraduate student at an eligible Maryland Institution. Students who are dually enrolled in a secondary school in the State and an institution of higher education may also apply.
	2 + 2 Transfer Scholarship	•			•	•	•	FAFSA and OSFA	\$2,000	Must have earned an associate's degree from a community college, be accepted for admission in a degree program, have a need based EFC less than 10,000. Minimum cumulative 2.5 GPA required; maintain satisfactory academic progress in college.
	Graduate & Professional Scholarship Program		•			•	•	FAFSA; Institution Financial Aid Office	\$5,000	Must enroll in a graduate program for dentistry, law, medicine, nursing or pharmacy.
<b>LEGISLATIVE SCHOLARSHIP</b>	Senatorial	•	•	•	•	•		FAFSA; Contact Senator	Varies	SAT/ACT required for some applicants; Senator selects recipients. Must maintain satisfactory academic progress in college.
	Delegate	•	•	•	•	•		FAFSA; Contact Delegate	Varies	Delegate selects recipient. Must maintain satisfactory academic progress in college.
<b>UNIQUE POPULATIONS</b>	Jack F. Tolbert Memorial Student Grant		•		•		•	FAFSA	\$500	Contact Private Career School Financial Aid Office.
	Edward T. Conroy Memorial Scholarship	•	•		•	•		Institution Financial Aid Office	\$10,900	Provides assistance to 100% disabled
	Jean B. Cryor Scholarship	•	•		•	•		Institution Financial Aid Office	\$10,400	
	Veterans of Afghanistan and Iraq	•				•		FAFSA and OSFA	\$6,669	
	Tuition Waiver for Students with Disabilities (Community College-Level Only)	•				•		Maryland Department of Disabilities	Varies	
	Tuition Waiver for Unaccompanied Homeless Youth	•			•			Institution Financial Aid Office	Varies	
	Tuition Waiver for Foster Care Students	•			•			Maryland Dept. of Human Resources	Varies	

<sup>1</sup> FAFSA – Free Application for Federal Student Aid <sup>2</sup> OSFA – Office of Student Financial Assistance at Maryland Higher Education Commission (MHEC) <sup>3</sup> Awards are subject to change for the 2016-2017 academic year as approved during the 2016 State legislative session — Source: [www.mhec.state.md.us](http://www.mhec.state.md.us)

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## Section 5

### Recruiting and Managing Volunteers

#### SECTION CHECKLIST

- Seek volunteers from among your school staff as well as admissions or academic advising staff from any local postsecondary institutions.
- Seek volunteers from among student leadership.
- Identify and contact other community organizations or individuals who may be appropriate to help.
- Notify volunteers if school policy requires background checks.
- Communicate with your volunteers early and often. Be sure your volunteers know well in advance their assignments and event(s) schedule.

#### Recruiting Volunteers

It is recommended that each MCAC site have one volunteer for every four to five computer stations during the designated time(s) for completing and submitting admissions applications.

Consider using seniors who have already completed college admissions applications to volunteer. They can help their peers who have not yet gone through the college admissions process. Seniors can also serve as mentors to freshmen, sophomores, or juniors in helping to prepare them for postsecondary education.

Additionally, student ambassadors from any grade level can help distribute materials, decorate the school, and promote MCAC activities. Identify students from each grade that would like to bring some ideas of their own. Ask students from each grade level to share and implement ideas and post and distribute materials.

As you recruit volunteers, be sure everyone involved with MCAC activities understands that the program is NOT a recruitment opportunity for individual colleges and postsecondary institutions. Volunteers from local colleges and universities are welcome but they do need to be aware that they may be helping students to apply to any of the thousands of postsecondary schools nationwide. Additionally, volunteers may wear a specific college's t-shirt, such as one from their alma mater, but they should refrain from promoting that school.

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## unteer Application

Check with your school system's personnel office to find out if there is already an official volunteer form available to use. This form should ask potential volunteers to provide the following information:

- Name
- Email address
- Day-of telephone number
- MCAC Activities of interest
- How he or she heard about MCAC
- Organization or affiliation
- Physical address
- Areas of expertise
- Dates and hours the volunteer is available

Many school districts require background checks before a person may participate in a school day event. You may need to find and distribute your school's policy to potential external volunteers. You may also need to supply a list of volunteers to the school's administration.

## Volunteers are crucial to each site and may be assigned to one or more of the following roles:

- Checkout/exit table attendants
- Food/snack table helpers (optional)
- Application assistants
- Greeters
- Presenters, if offering a formal presentation, or moderators/facilitators
- Promotion assistants
- People to put up signage
- Runners for refreshments or additional supplies (e.g., pencils, pens, forms, etc.)
- Set up and cleanup crews

## Communicating with Volunteers

Each school's MCAC site coordinator should contact volunteers regularly. Make sure each volunteer knows what his or her assignment is, when and where he or she should report, any specifics about parking or school procedures, what the appropriate or recommended attire is, and any contingency plans in case of inclement weather or an emergency.

Provide volunteers with information and links to help them prepare for your MCAC event. For instance, you may want to provide samples of the student preparation materials you use with the students. After your MCAC activities are over, be sure to thank your volunteers by sending them a certificate of appreciation or thank-you note.

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## **V** **olunteers Supporting the College Campaign**

To be a college campaign volunteer does not mean that the volunteer has to know everything about the Maryland College Application Campaign, however knowing more will be more meaningful to the volunteer's experience. A volunteer benefits by knowing that they helped someone open the door to a college education...college changes everything! Here are a few tasks that volunteers may be asked to contribute to the initiative at any given high school campaign:

- Good signage is essential. Therefore asking volunteers to post directional signs in the school about the event and/or direction to designated areas for the campaign.
- Greet students as they arrive to complete their application in the computer lab, or other designated areas.
- Assisting students to log on to the computers and providing support with computer related issues/questions.
- Guide students through the application process, providing support with questions they may have.
- Help ensure that students register for their FSA ID after they submit their college/training application.
- Guide student to complete MCAC student survey.
- As requested, share personal college experience with student as an encouragement.
- Hand out "I Applied" stickers and other materials when students complete their college application process.
- Congratulate each student on completing the college application process, encouraging each student to complete additional requirements such as submitting their transcript, test scores, or any other required documents.
- Encourage students to share their college application experience with other classmates, family and friends.

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## Data and Reporting

### District Site Confirmation

By April 15 each year, district coordinators confirm all schools and site coordinators participating in MCAC. If there are any questions regarding your MCAC events/program should be directed to your district coordinator prior to contacting MSDE. All district coordinators receive a final copy of all data provided.

### MCAC Student Survey

In 2015, the Maryland State Department of Education (MSDE) developed the MCAC online student survey. The survey replaced the tedious manual process of each school tallying the number of students that submitted one or multiple postsecondary education applications, and other essential information required for reporting and technical assistance purposes. For the MCAC, the data collection process is a vital collaborative effort to inform improvements. The MCAC data is collected via the student survey that is provided to each student after he or she completes a college application through the college campaign. The survey is also located on the MCAC website at [www.marylandpublicschools.org/mdcac](http://www.marylandpublicschools.org/mdcac).

**The MCAC Student Survey** serves as the main data tracking mechanism for MCAC Application Week during the campaign. It is best practice to have the student complete the survey with supervision, after he or she completes a postsecondary education application. **It is imperative that each student complete the survey so that your school is credited with all of the student data. Students should complete the data survey online before they leave the computer lab/designated area.**

**Survey Monkey™** is used to collect the data from each individual student. The survey allows MSDE to provide each school system and school data reports on all necessary data points. Schools will receive their data reports from MSDE by December 30th.

**NOTE:** It may be helpful to keep a roster of your participating high school seniors and where they are in the process. This will help you as you plan future activities as all data entered in the online Student Survey will not be available right away to individual schools.



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student survey may also be linked to Naviance or other college and readiness software application that provides students with college planning and career assessment tools. Consult your technology department in regards to that process.

## Final Programmatic Report

The programmatic report requests information such as program logistics, program participants/volunteers, activities, marketing, etc. This report is crucial in the development of the MCAC final report and provides insight to improve the program for the upcoming year. The programmatic report questionnaire is disseminated in early April and is due to MSDE in May.

## FAFSA Completion Event Form

Submitting applications is only part of the college application process. Understanding how to pay for college with grants, loans and scholarships and how to apply for money that is available from the Federal government is essential. ***That is why every school site participating in MCAC must host or participate in a Free Application for Federal Student Aid (FAFSA) Completion Event. A FAFSA Completion Event Form must be filled out and sent to Sharon Hassan at [collegegoalmaryland@gmail.com](mailto:collegegoalmaryland@gmail.com)*** Track information on all FAFSA events including the number of parents, students, and volunteers participating in each event (see page in the appendices section.)

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## Section 7 - Appendices

### **THIS SECTION CONTAINS THE FOLLOWING:**

- School Site Meeting Agenda Sample
- Site Coordinator Checklist
- Press Release Sample
- Post Event Press Release Sample
- School Announcement Sample
- Media Talking Points
- Community Letter Sample
- College Fit Worksheet
- College Application Worksheet
- Maryland's Two- and Four-Year Public, Independent and Career Schools
- After the FAFSA College Goal Maryland Letter
- FAFSA Completion Event Form
- FAFSA Event Reminder Form
- Student Application Instructions Form
- Prince George's County Sample Materials
- Charles County's Evidence-Sample Based Best Practices
- Wicomico County's Sample Best Practices

**ABC High School MCAC Team Meeting  
DATE**

**SAMPLE AGENDA**

WHAT	WHEN
<b>What is the Maryland College Application Campaign?</b> <ul style="list-style-type: none"> <li>• Purpose</li> <li>• MCAC Week Dates</li> <li>• MCAC Timeline               <ul style="list-style-type: none"> <li>○ Prior Spring – Juniors</li> <li>○ Fall                   <ul style="list-style-type: none"> <li>▪ January – March - FAFSA</li> </ul> </li> <li>○ March – May                   <ul style="list-style-type: none"> <li>▪ Understanding Award Letters</li> <li>▪ Decision Day Events</li> </ul> </li> </ul> </li> </ul>	3:00 – 3:10
<b>Role of School Team</b> <ul style="list-style-type: none"> <li>• Logistics</li> <li>• Engaging:               <ul style="list-style-type: none"> <li>○ Counselors</li> <li>○ Teachers - Classroom Lessons</li> <li>○ Community</li> </ul> </li> </ul>	3:10 – 3:20
<b>Creating/Enhancing a College-Going Culture</b> <ul style="list-style-type: none"> <li>• Strategies               <ul style="list-style-type: none"> <li>○ Bulletin Boards</li> <li>○ College Door Decorating/College Shirt Day</li> <li>○ Engaging Underclassmen</li> </ul> </li> </ul>	3:20 – 3:40
<b>Communication Strategy</b> <ul style="list-style-type: none"> <li>• MCAC Week Promotion (ALL Seniors)               <ul style="list-style-type: none"> <li>○ Requesting a Mayoral Proclamation</li> <li>○ Website &amp; Social Media</li> <li>○ Student Announcements</li> </ul> </li> <li>• Teachers/Counselors</li> <li>• Information Sharing with Parents</li> <li>• Recruiting Volunteers (Community)</li> </ul>	3:40 – 3:50
<b>Preparing Students For MCAC Week</b> <ul style="list-style-type: none"> <li>• College Application Worksheet</li> <li>• College Fit Worksheet</li> <li>• Application Fees/Waivers</li> <li>• Understanding Admissions Requirements</li> </ul>	3:50 - 4:00
<b>Student Follow-Up</b> <ul style="list-style-type: none"> <li>• Completing Application Process</li> <li>• Completing and Submitting the FAFSA</li> </ul>	4:00 – 4:10
<b>Data Collection and Evaluation</b> <ul style="list-style-type: none"> <li>○ Student Data Form</li> <li>○ Volunteer Data Form</li> <li>○ College Goal Maryland Online Registration, Online Surveys and Checklists</li> <li>○ MSDE (Mid-Year and Final Reporting)</li> </ul>	4:10 – 4:20

# MCAC Site Coordinator Checklist

<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<b>Pre-event preparation: first steps</b> <ul style="list-style-type: none"> <li>Identify and reserve site for the College Application and</li> <li>FAFSA Completion events if hosting both</li> <li>Put MCAC events on school calendar</li> <li>Identify a School Team to build support and assist with tasks</li> <li>Meet with the school team to discuss implementation of program at your school</li> <li>Ensure you have adequate counts of ACT, SAT, and/or NACAC fee waivers</li> </ul>
<div></div> <div></div> <div></div> <div></div>	<b>Communicate opportunity to students, their families, and the local community</b> <ul style="list-style-type: none"> <li>By information letters</li> <li>By Social Media such as Facebook, Twitter, and Instagram</li> <li>By phone blasts</li> <li>By posting information on school website, school newsletter, school marquee</li> <li>Pre-event press release</li> </ul>
<div></div> <div></div> <div></div> <div></div>	<b>Prepare students for the event</b> <ul style="list-style-type: none"> <li>Sponsor and/or support participation in college fairs or college visits</li> <li>Distribute <b>College Application Worksheet</b> and <b>College Fit Worksheet</b> or <b>FAFSA Worksheet</b> for students to complete before event</li> <li>Implement college exploration and preparation assignments in classrooms</li> <li>Identify and meet with students eligible for application fee waivers</li> </ul>
<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<b>Implement school-wide activities to build awareness and enthusiasm</b> <ul style="list-style-type: none"> <li>College t-shirt/sweatshirt days</li> <li>College wall bulletin boards</li> <li>"Ask Me!" signs on offices and classroom doors</li> <li>Door decorating contests</li> <li>Morning announcements</li> <li>Guest speakers/Parent/Student Nights</li> <li>Engage underclassmen in school's College Application Campaign event</li> <li>Schedule FAFSA Completion Events ( FAFSA Frenzy)</li> <li>Schedule Decision Day Celebration</li> </ul>
<div></div> <div></div> <div></div>	<b>Get volunteers involved to assist with the event</b> <ul style="list-style-type: none"> <li>Recruit and communicate with volunteers (letter and/or email)</li> <li>Assign tasks</li> <li>Ensure volunteers and staff have "Ask Me!" stickers</li> </ul>
<div></div> <div></div> <div></div> <div></div> <div></div>	<b>Hold College Application Event!</b> <ul style="list-style-type: none"> <li>Ensure students receive the <b>Student Instructions Sheet</b> before they begin applying</li> <li>Ensure students register for the FAFSA PIN</li> <li>Ensure students fill out student survey to collect data</li> <li>Ensure students receive Next Steps, and FAFSA Completion Handout</li> <li>Register for FAFSA Completion event</li> </ul>
<div></div> <div></div> <div></div> <div></div> <div></div>	<b>Hold FAFSA Completion Events!</b> <ul style="list-style-type: none"> <li>Ensure all participants are registered on College Goal Maryland website</li> <li>Ensure volunteers complete checklist giving one copy to applicant and keeping one</li> <li>Ensure students complete FAFSA</li> <li>Ensure students and volunteers complete College Goal Maryland online survey</li> <li>Ensure students receive next steps handout for financial aid</li> <li>Ensure students register for Understanding Your Award Letter Sessions</li> </ul>
<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	<b>Post-event follow-up</b> <ul style="list-style-type: none"> <li>Write thank you letters to volunteers</li> <li>Submit data to state coordinator</li> <li>Host post-event debrief with school team</li> <li>Release post-event press release</li> <li>Follow-up with students to complete the admissions <i>and</i> financial aid application processes.</li> <li>Host College Signing Day celebration</li> </ul>

# Sample Press Release

(School Logo or Letterhead)

FOR IMMEDIATE RELEASE

Contact: (Name of site coordinator)

(Position title and/or college access program affiliation of site coordinator)

(School name)

(School address) (Phone number)

(Email of contact person) (Phone number of contact person)

(High school website)

## **Campaign Targets Increase In Maryland College Graduates**

### **Maryland College Application Campaign will help Students and Families Realize Dream**

(Name of Your High School) will participate in the Maryland College Application Campaign (MCAC) sponsored by The Maryland State Department of Education and College Goal Maryland during [Dates of MCAC Program].

As part of Maryland's effort to increase postsecondary participation leading to a degree or certification, (Name of Your High School) will work with its seniors on (Your School's Event Dates) to complete and submit at least one college application and complete a FAFSA. The goal of the program is to help high school seniors navigate the complex college admissions process and ensure they apply to at least one postsecondary institution. The effort occurs during the school day, with a focus on students who might not otherwise apply to college. During this event, students may apply to any of Maryland's community colleges, independent colleges, and public universities in which they are interested. Follow-up activities include FAFSA completion events where students and parents are invited to work on the FAFSA form. During these events, professionals familiar with the financial aid process present information about understanding the financial aid process. (Name of School) will hold a Decision Day event where students had the opportunity to publicly state their acceptance into a postsecondary institution.

(Name of Site Coordinator), MCAC event Site Coordinator for (Name of Your High School), expects more than (Insert Number) seniors to participate with the help of (Insert Number) volunteers from (Insert school staff, administration, college and community resources, and others who are assisting).

This initiative is part of the American College Application Campaign (ACAC), a national initiative that is an effort of the American Council on Education. The ACAC campaign takes place in 49 states and the District of Columbia. Funding for MCAC is provided by the Maryland Higher Education Commission through a Federal College Access Grant.

####

# Post-Event Press Release

(School Logo or Letterhead)

FOR IMMEDIATE RELEASE

Contact: (Name of site coordinator)

(Position title and/or college access program affiliation of site coordinator)

(School name)

(School address)

(Phone number)

(Email of contact person)

(High school website)

## **(YOUR HIGH SCHOOL NAME) Seniors Apply To College During Maryland College Application Campaign (MCAC) Week.**

(Insert City, Date)—

(Insert Name of Your High School)'s seniors received hands-on assistance applying to college during the school's Maryland College Application Campaign Week event held on (Insert Event Date/Dates). Roughly (Insert Number of Participating Students) (Insert name of your high school) students participated in the event, held in the school's (Insert location).

(Insert other details specific to your event such as number of volunteers on hand, how students were invited to participate, and/or details on any of the pre-event activities you did. Also mention follow-up activities such as FAFSA Completion events and parent information sessions). **(Insert quotes from students, parents, volunteers, site coordinator or others).**

Additional information about the Maryland College Application Campaign can be found online at [www.MarylandPublicSchools.org/mdcac](http://www.MarylandPublicSchools.org/mdcac). For more information about (Name of High School)'s event, please contact (Site Coordinator's Name) at (Insert Site Coordinator's phone number) or by email at (Insert Site Coordinator's email address).

#####

## School Announcement Template

RE: Maryland College Application Campaign Week

As part of the Maryland College Application Campaign, \_\_\_\_\_ High School is participating in Maryland College Application Week, October \_\_\_\_ - \_\_\_\_\_. This program is open to all seniors. Even if you think you may not be going to college, we encourage you to take part in this process. You'll learn everything you need to know about the college admissions process and actually apply to at least one college. For more information contact \_\_\_\_\_.

## Media Talking Points for Interviews

- The Maryland College Application Campaign (MCAC) makes applying for college easier by providing students with free help to complete the college application process.
- College Application Week began in 2005 in North Carolina and was modeled after FAFSA completion programs such as the national College Goal Sunday Program.
- The Maryland State Department of Education and College Goal Maryland worked together to support MCAC events at 21 high schools around the state during November 2014.
- Maryland is one of 50 states hosting College Application Campaign events. The program is part of the American College Application Campaign
- In FY 2016, The Maryland State Department of Education is sponsoring MCAC Week during **Oct. 17–21, 2016**. Some high schools have chosen alternate dates throughout the month of October and November
- The FY2016 Maryland College Application Campaign will mark the 3<sup>rd</sup> year that the state has offered this program to Maryland high school seniors.
- In FY 2015, participation doubled to 53 schools in 15 school systems participating in MCAC events.
- Increasing access to college is an important part of Maryland's goal to raise the percentage of working-age adults with a two- or four-year degree or professional certificate.
- By 2025, at least 55% of the State's residents age 25-64 will hold at least one degree credential, either an associate or bachelors' degree
- This represents an 11 point increase over the State's current attainment rate of 44%



## **Maryland College Application Campaign Sample Local Government Proclamation**

- WHEREAS:** *Maryland is a partner in the American College Application Campaign, a national effort designed to increase the number of students who apply to and enroll in college with a particular focus on first-generation and low-income students; and*
- WHEREAS:** *Priority is given to removing barriers to the college application process for all students who wish to pursue postsecondary education but lack information or support; and*
- WHEREAS:** *The term “postsecondary education” means opportunities within two- and four-year colleges and universities, certificate and trade school programs, military institutions and registered apprenticeships; and*
- WHEREAS:** *Preparation for Maryland students to be college and career ready demands the ever-increasing cooperative efforts of educators, school counselors, postsecondary faculty and advisors, workforce development professionals and business and industry representatives to prepare youth for success in postsecondary education and degree attainment in career fields that are forecasted to experience the largest and fastest growth in the next decade; and*
- WHEREAS:** *Maryland is working to increase the percentage of the states’ working population, aged 25-64, that has at least an associate’s degree from 46.5% to 60% by the year 2025 to prepare students for the opportunities and challenges of the 21st century; and*
- WHEREAS:** *Obtaining a postsecondary degree has been linked to higher income and employment in the global economy, thus, improving the quality of life and giving all students leadership opportunities in their fields and in their communities.*

**I, (Mayor’s/Commissioner’s Name) do hereby declare (Dates of School’s College Application Program(s) as Maryland College Application Campaign Week in (city/town) and encourage all seniors to take advantage of the assistance provided through this initiative.**

# Sample Community Letter

(Date)

Dear \_\_\_\_\_:

On behalf of \_\_\_\_\_ High School, I am sending this correspondence to inform you of local Maryland College Application Campaign (MCAC) events and to solicit community support in the following ways:

- Raffle and door prize items, especially anything college-related
- Snacks for up to \_\_\_ students expected to participate in at least one MCAC activity
- Sponsorship of specific activities, such as donations to help pay the screening fee for the film *First Generation*
- Volunteer participation in one or more of our MCAC events

The goal of MCAC is to make applying for college easier by providing students with free, on-site help with filling out college admissions applications and completing other college preparation tasks. Our school's MCAC events will be held October \_\_\_\_\_ through \_\_\_\_\_ at \_\_\_\_\_ High School.

All high school seniors attending \_\_\_\_\_ High School are encouraged to participate in at least one of the following activities:

(Name of Activity)	(Date/Time)	(Location)
--------------------	-------------	------------

(Name of Activity)	(Date/Time)	(Location)
--------------------	-------------	------------

(Name of Activity)	(Date/Time)	(Location)
--------------------	-------------	------------

In exchange for your contributions, your business logo and name will be displayed at MCAC events held at the school (i.e., in the hallways and classrooms.) Additionally, your contributions will be recognized in the \_\_\_\_\_ High School newsletter or website and in press releases.

The success of this program depends, in part, on support from our local community. If you have any questions or need further information, please contact \_\_\_\_\_, MCAC Site Coordinator via telephone at \_\_\_\_\_ or via email at \_\_\_\_\_.

Sincerely,

# College Fit Worksheet

	School 1	School 2	School 3	School 4
School name:				
School code: For use on the FAFSA				
Driving distance from home:				
Maryland school or out of state?				
Annual number of students enrolled:				
School name: School code: For use on the FAFSA				
Cost per credit hour:				
Annual Housing Cost:				
School scholarships and institutional aid?				
Types of Degrees offered: (e.g., bachelor's, associate)				
Programs and majors I am interested in:				
<b>Does the school offer any of the following services?</b>				
Summer orientation or college preparation programs?				
Free tutoring services?				
Emergency funds?				
On-campus health services?				
Housing during holidays?				
Multi-cultural student clubs?				
Other:				
Other:				
<b>Application, financial aid, and housing tracking information</b>				
Date applied:				
Date accepted:				
Date FAFSA submitted:				
Date housing secured:				

# Maryland College Application Campaign College Application Worksheet

## Your Top Three Schools/Institutions (to which you plan to submit an application)

Prior to participating in your school's College Application program, you should do some research on the schools to which you plan to apply. Use the worksheet below to keep track of the information you learn during your research on your top three colleges and universities.

### 1. Name of School/Institution:

Is an essay or personal statement required to apply? ☐ YES ☐ NO  
If YES, provide prompt:

Deadline for application:

Cost to apply:

Payment option:

SAT and/or ACT required?

Recommendation letter required?

Deadline for scholarship or institutional financial assistance:

### 2. Name of School/Institution:

Is an essay or personal statement required to apply? ☐ YES ☐ NO  
If YES, provide prompt:

Deadline for application:

Cost to apply:

Payment option:

SAT and/or ACT required?

Recommendation letter required?

Deadline for scholarship or institutional financial assistance:

### 3. Name of School/Institution:

Is an essay or personal statement required to apply? ☐ YES ☐ NO  
If YES, provide prompt:

Deadline for application:

Cost to apply:

Payment option:

SAT and/or ACT required?

Recommendation letter required?

Deadline for scholarship or institutional financial assistance:

***It is strongly recommended that you write your essays and personal statements well in advance of your school's College Application event. Your English teacher, school counselor, and other adults you trust are good resources to assist you in getting your essays to a final version. You should bring a final, proofed, electronic copy of your essays and/or personal statements on a flash drive to the event. If flash drives are not allowed on your school computers, talk to your school counselor before the College Application event about how you can access these documents while applying.***

# Maryland College Application Campaign College Application Worksheet

## Test Scores

Many applications for college admission will request information related to tests that you have taken. Use the worksheet below to list the scores for tests you have already taken. If you have not yet taken the SAT or ACT, speak with your school counselor about upcoming test dates – you will need to take at least one of these college entrance exams soon! Most colleges will also require an “official” score that is sent by College Board (SAT scores) or ACT (ACT scores). Talk with your school counselor about how to do this.

### SAT

Test #1:

Date Taken:

Total Score:

Evidence-Based Reading and Writing Score:

Mathematics Score:

Test #2:

Date Taken:

Total Score:

Evidence-Based Reading and Writing Score:

Mathematics Score:

### ACT

Test #1:

Date Taken:

Total Score:

English Score:

Mathematics Score:

Reading Score:

Science Score:

Writing Score:

Test #2:

Date Taken:

Total Score:

English Score:

Mathematics Score:

Reading Score:

Science Score:

Writing Score:

## Extra-Curricular Activities

Some applications request information related to the activities that you participate in outside of your high school classes. This could include clubs, organizations or any other activity that you want to share with the college. List your activities below, including the year(s) you participated and if you held a position or received an award related to the activity.

Activity 1:

Years Participated:

Leadership position held:

Awards:

Activity 4:

Years Participated:

Leadership position held:

Awards:

Activity 2:

Years Participated:

Leadership position held:

Awards:

Activity 5:

Years Participated:

Leadership position held:

Awards:

Activity 3:

Years Participated:

Leadership position held:

Awards:

## Volunteer Activities

Activity 1:

Years Participated:

Activity 3:

Years Participated:

Activity 2:

Years Participated:

Activity 4:

Years Participated:

# Maryland College Application Campaign College Application Worksheet

## Personal Information

Many colleges will ask you to provide information related to your residency and citizenship. You may need to provide the following information when completing your application. If you are uncertain about an answer, your parent or guardian may be able to help.

1. **Social Security Number (SSN):** (Your SSN is needed to get your FAFSA PIN in which you will register for after you apply to college during the College Application event. Some schools/institutions may also require this on their application.):
2. **Place of Birth:**  
City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_
3. **County of Residency:**
4. **Have you ever lived outside of Maryland?**  
If yes, how many years have you lived in Maryland?  
When did you move to Maryland? (This may be your birthdate)
5. **Citizenship Status** (circle one)  
US citizen      Permanent Resident Alien      Nonresident Alien      Other
6. **Did your parent(s)/guardian(s) pay state income taxes last year?**      Yes      No  
If Yes, in which state?
7. **Do you have a parent or guardian who is currently on active duty in the military?**  
Yes      No
8. **Employment Information:** List any employment you have held for the last two years, including dates. It would be good to include volunteer information here as well:  
  
Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

## School/Institution Application Information

Many schools/institutions will ask for information regarding your postsecondary plans. You may be asked to identify the subject area you intend to major in or the program you are interested in for the application process. In addition, you will be asked for which term you are applying. Be sure to do research prior to your school's College Application event regarding whether the schools/institutions you are interested in have the major you want to study. If you don't know what you want to study, that's okay! You can work with your school counselor while you're still in high school to do career exploration and there will be resources on the school /institution's campus to assist with this as well. If you don't know the subject area in which you want to major, you can likely apply with "undecided", but do your research before the College Application event to make sure that is an option at the schools to which you plan to apply! Regardless, you can also change your major once you are enrolled.

### Intended Program or Major:

**Term for which you are applying** (for most graduating seniors, this will be fall enrollment following your graduation from high school):



## MARYLAND COLLEGE APPLICATION WEEK VOLUNTEER SURVEY

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_

School \_\_\_\_\_ Event Time \_\_\_\_\_

Volunteer Status: ☐ Parent ☐ Professional Organization Representative  
☐ School Staff ☐ Student (grades 9-12)  
☐ Community Member

### Duties: (please check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Greet students and/or parents   | <input type="checkbox"/> Guide students through the application process  |
| <input type="checkbox"/> Participants Check-in           | <input type="checkbox"/> Help students/parents complete the FAFSA        |
| <input type="checkbox"/> Assist students with technology | <input type="checkbox"/> Confirm student FAFSA event registration        |
| <input type="checkbox"/> Collect Surveys                 | <input type="checkbox"/> Present information session to students         |
| <input type="checkbox"/> Serve on School-Site Committee  | <input type="checkbox"/> Present information session to parents          |
| <input type="checkbox"/> Refreshments                    | <input type="checkbox"/> Market (Creating posters, making announcements) |
| <input type="checkbox"/> Set-Up/Clean-Up                 |  |

Other \_\_\_\_\_

**What do you think went well at this event?**

**What suggestions do you have for improving this event?**

## Maryland's Two- and Four-Year Public, Independent and Career Schools

Maryland Schools Four-Year Public Colleges and Universities			
College/University/School	Web Address	App Fee	Accepts Fee Waiver
Bowie State University	www.bowiestate.edu	40	**
Coppin State University	www.coppin.edu	35	**
Frostburg State University	www.frostburg.edu	30	**
Salisbury University	www.salisbury.edu	45	**
Towson University	www.towson.edu/discover	45	**
University of Baltimore	www.ubalt.edu	30	**
University of Maryland Baltimore	www.umbc.edu	50	In state only
University of Maryland College Park	www.umd.edu	55	**
University of Maryland Eastern Shore	www.umes.edu	25	In state only
University of Maryland University Coll.	www.umuc.edu	50	**
Morgan State University	www.morgan.edu	35	**
St. Mary's College of Maryland	www.smc.edu	50	**
United States Naval Academy	www.usna.edu/admissions	0.00	Yes
Community Colleges			
Allegany College of Maryland	www.allegany.edu	0	**
Anne Arundel Community College	www.aacc.edu	0.00	Yes
Baltimore City Community College	www.bccc.edu	0	**
Carroll Community College	www.carrollcc.edu	0	**
The Community College of Baltimore County	www.ccbc.edu	0	**
Cecil College	www.cecil.edu	0	**
Chesapeake College	www.chesapeake.edu	0	Yes
College of Southern Maryland	www.csdm.edu	0	**
Frederick Community College	www.frederick.edu	0	Yes
Garrett College	www.garrettcollege.edu	0	Yes
Hagerstown Community College	www.hagerstowncc.edu	0	Yes
Harford Community College	www.harford.edu	0	Yes
Howard Community College	www.howardcc.edu	0	**
Montgomery College	www.MontgomeryCollege.edu	0	**
Prince George's Community College	www.pgcc.edu	25	Yes
Wor-Wic Community College	www.worwic.edu	0.00	**
Maryland Schools Four-Year--Independent Colleges and Universities			
Baltimore Hebrew ( Merged with Towson)	www.towson.edu	0	**
Binah Institute of Advanced Judaic Studies for Women	www.mhec.state.md.us	0	**
Capitol Technology University	www.captechu.edu	0	**
Goucher College	www.goucher.edu	55	**
Hood College	www.hood.edu	35	**
Johns Hopkins University	www.apply.jhu.edu	70	**
Lincoln College of Technology	www.lincolnedu.com		Yes
Loyola University Maryland	www.loyola.edu/admission	50	**
Maryland Institute College of Art	www.mica.edu	60	**
McDaniel College	www.mcdaniel.edu	50	**
Mount St. Mary's University	www.msmary.edu	35	**

\*\* Contact school directly for information



Maryland Schools Four – Year – Independent College and Universities				
College/University/School	Web Address	App Fee	Accepts Fee Waiver	
National Labor College	www.nic.edu	60	**	
Ner Israel Rabbinical College	www.universities.com		**	
Notre Dame of Maryland University	www.ndm.edu	45	**	
Peabody Institute	www.peabody.jhu.edu	**	**	
St. John's College	www.stjohnscollege.edu	0.00	Yes	
St. Mary's Seminary and University	www.stmarys.edu	**	**	
SANS Technology Institute	www.sans.org	**	**	
Sojourner-Douglas College	www.sdc.edu	25	**	
Stevenson University	www.stevenson.edu	40	**	
Talmudical Academy of Baltimore	www.greatschools.org	**	**	
The Womens Institute of Torah Seminary/Maalot of Baltimore	www.mhec.state.md.us	**	**	
Washington Adventist University	www.wau.edu	25	**	
Washington College	www.washcoll.edu	55	**	
Yeshiva College of the Nation's Capitol	www.yeshiva.edu	**	**	
<b>Private Career Schools</b> <b>VA</b> Programs are approved for the education of Veterans AND other eligible dependents. <b>WIOA</b> Programs are Eligible for Funding through the Workforce Innovation and Opportunity Act <b>Online</b> Programs are Available Online. <b>* contact school directly for information</b>		<b>App Fee</b>	<b>Accepts Fee Waiver</b>	<b>Program Title</b>
Aaron's Academy of Beauty	www.aaronbeautyacademy.com		**	<b>VA</b> Cosmetology <b>VA</b> Nail Technician
Academy of Professional Barber/Stylists	www.academyofbarbers.info	150	**	<b>VA</b> Barber/Stylist
Academy of Real Estate			**	Principles and Practices of Real Estate for Maryland Salespersons
Accounting and Bookkeeping Center, Inc. (The)	www.learnbookkeepingnow.com	0	**	ABA1: Basic Accounting and Bookkeeping  ABA2: Advanced Small Business Accounting Applications

**\*\* Contact school directly for information**

<b>Private Career Schools</b> <b>VA</b> Programs are approved for the education of Veterans AND other eligible dependents. <b>WIOA</b> Programs are Eligible for Funding through the Workforce Innovation and Opportunity Act <b>Online</b> Programs are Available Online.		<b>App Fee</b>	<b>Accepts Fee Waiver</b>	<b>Program Title</b>
Aesthetics Institute of Cosmetology		**	**	<b>VA</b> Cosmetology <b>VA</b> Esthetician <b>VA</b> Make-Up Artistry Nail Technician
All-State Career	www.allstatecareer.edu	**	**	<b>VA</b> Advanced Tractor Trailer Driving <b>VA</b> Class B CDL Driving <b>VA</b> Electrical Systems Technology <b>VA</b> Expanded Functions Dental <b>VA</b> Assisting Medical Assisting <b>VA</b> Medical Billing and Coding Administrator <b>VA</b> Pharmacy Technology
American Health Career Institute	www.ahealth.com	**	**	Dental Assistance Training Geriatric & Certified Nursing Assistance Pharmacy Technician
American Red Cross Chesapeake Region	www.RedCross.org/GCR	**	**	Nurse Assistance Training
Aspen Beauty Academy - Silver Spring	<a href="http://www.aspensilverpring.com">www.aspensilverpring.com</a>	**	**	Basic Cosmetology
Aspire School of Learning	<a href="http://www.aspireservicesinc.com">www.aspireservicesinc.com</a>	**	**	Certified Nursing Assistance

**\*\* Contact school directly for information**

<b>Private Career Schools</b> <b>VA</b> Programs are approved for the education of Veterans AND other eligible dependents. <b>WIOA</b> Programs are Eligible for Funding through the Workforce Innovation and Opportunity Act <b>Online</b> Programs are Available Online.		<b>App Fee</b>	<b>Accepts Fee Waiver</b>	<b>Program Title</b>
Authentic Bartending School of Maryland	<a href="http://www.authenticbartendingmd.com">www.authenticbartendingmd.com</a>	**	**	Mixology/ Bartending
Award Beauty School	<a href="http://www.awardbeautyschool.com">www.awardbeautyschool.com</a>	**	**	Cosmetology  Nail Technician  Professional Barbering
Baltimore Academy of Nursing Assistants		**	**	Certified Nursing Assistance
Baltimore School of Dog Grooming	<a href="http://www.baltimoreschoolofdoggrooming.com">www.baltimoreschoolofdoggrooming.com</a>	**	**	Dog Grooming
Baltimore School of Massage	<a href="http://www.bsom.com">www.bsom.com</a>	**	**	Esthetics Training  Professional Massage Therapy
Baltimore Studio of Hair Design	<a href="http://www.baltimorestudio.com">www.baltimorestudio.com</a>	**	**	Cosmetology Operator
Bartender of America Bartending School		**	**	Bartending 101
BEAT - Beauty Expert Artistry Training	<a href="mailto:roshecosmetics@gmail.com">roshecosmetics@gmail.com</a>	**	**	BEAT 101- Basic Skincare and Makeup Artistry
Bethel Healthcare Institute, Inc.		**	**	Certified Nursing Assistant/Geriatric Nursing Assistant
Bladensburg Barber School	<a href="http://www.bladensburgbarberschool.org">www.bladensburgbarberschool.org</a>	**	**	Barbering
Blades School of Hair Design	<a href="http://www.bladesschool.com">www.bladesschool.com</a>	**	**	Cosmetology
Cambridge Nursing Assistant Academy	<a href="http://www.cambridgegna.com">www.cambridgegna.com</a>	**	**	Certified Nursing Assistance Training
Cambridge Nursing Assistant Academy - Hagerstown	<a href="http://www.cambridgegna.com">www.cambridgegna.com</a>	**	**	Certified Nursing Assistance
Cambridge Nursing Assistant Academy- Gaithersburg	<a href="http://www.cambridgegna.com">www.cambridgegna.com</a>	**	**	Certified Nursing Assistant Program

**\*\* Contact school directly for information**

<b>Private Career Schools</b> <b>VA</b> Programs are approved for the education of Veterans AND other eligible dependents. <b>WIOA</b> Programs are Eligible for Funding through the Workforce Innovation and Opportunity Act <b>Online</b> Programs are Available Online.		<b>App Fee</b>	<b>Accepts Fee Waiver</b>	<b>Program Title</b>
Career Academy of Real Estate	www.careeracademyofrealestate.com	**	**	Principles & Practices of Real Estate  Principles & Practices of Real Estate
Care'Xpert Academy (CXA)	www.cxana.com	**	**	Nursing Assistance
Caroline Center	www.caroline-center.org	**	**	Certified/Geriatric Nursing Assistant CNA/GNA Evening Pharmacy Technician
CE Shop (The)	www.theceshop.com	**	**	Principles and Practices of Real Estate for Salespersons  <b>Online</b> Principles and Practices of Real Estate for Salespersons (online)
Central Maryland School of Massage	www.teachingmassage.com	**	**	<b>VA</b> Massage Therapy
Champion Institute of Real Estate	www.championrealty.com/pages/careers-in-real-estate	**	**	<b>Online</b> Maryland Real Estate Principles & Practice for Salespersons (Online)  Principles & Practices of Real Estate
Chesapeake Real Estate School, LLC		**	**	Principles & Practice for Salespersons
Chesapeake School of Esthetics: Skin Care & MakeUp	www.education-csma.com	**	**	600 Hour Skin Care and Make Up Artistry  Makeup Demonstrator

**\*\* Contact school directly for information**

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Coldwell Banker Residential Brokerage School of RE	www.cbrbschool.com	**	**	Principles & Practices of Real Estate  <b>Online</b> Principles & Practices of Real Estate for Salespersons
Colorlab Academy of Hair (The)	www.thecolorlabacademy.com	**	**	Basic Cosmetology
Columbia Institute		**	**	Massage Therapy
Columbia Nursing Assistant Academy	www.columbiacna.com	**	**	Nursing Assistant Training
Compassionate Nursing Assistant Academy	<a href="http://www.compassionateacademy.com">www.compassionateacademy.com</a>	**	**	Nursing Assistant Training
Computer Institute	www.trainus.com	**	**	Web Design
Cosmopolitan Beauty & Tech School	www.cosmopolitan.edu	**	**	Cosmetology
DATS of Maryland at Annapolis	www.datsmdva.com	**	**	Entry-Level Dental Assistant
DATS of Maryland at Columbia	www.datsmdva.com	**	**	Entry-Level Dental Assistant
DATS of Maryland at Germantown	www.datsmdva.com	**	**	Entry-Level Dental Assistant
DATS of Maryland at Westminster	www.datsmdva.com	**	**	Entry-Level Dental Assistant
Deep Creek School of Real Estate		**	**	Real Estate Principles and Practices for Salespersons
Del-Mar-Va Beauty Academy		**	**	<b>VA</b> Cosmetology  <b>VA</b> Nail Technician
Demas Academy		**	**	Nursing Assistant Training
Diana School of Real Estate		**	**	Principles & Practices of Real Estate
Dias Real Estate Academy		**	**	Real Estate Salesperson 60-Hour Pre-licensing

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Dominion Academy		**	**	Certified Nursing Assistant/Geriatric Nursing Assistant
Don Gurney Academy of Real Estate		**	**	Principles & Practices of Real Estate
Drycleaning and Laundry Institute		**	**	<b>VA</b> General Drycleaning
Ed Smith Real Estate School		**	**	Principles & Practices of Real Estate
Elite Learning Academy	www.empire.edu	**	**	Real Estate Salesperson
Empire Beauty School		**	**	<b>VA</b> Cosmetology-Hairstyling
Empire Beauty School - Glen Burnie		**	**	Cosmetology
Fomen Nursing Assistant Training Academy		**	**	CNA/GNA Nursing Assistant Training
Fortis Institute	www.fortis.edu	**	**	<b>VA</b> Aesthetics <b>VA</b> Skincare <b>VA</b> Computer Support Technician <b>VA</b> Cosmetology Arts and Sciences <b>VA</b> Medical Assisting <b>VA</b> Medical Billing and Coding <b>VA</b> Microsoft Network Technology <b>VA</b> Radiologic Technologist <b>VA</b> Sterile Processing Technology <b>VA</b> Surgical Technologist
Fortis Institute-Towson	www.fortis.edu	**	**	<b>VA</b> Expanded Functions Dental Assisting <b>VA</b> Massage Therapy <b>VA</b> Medical Assisting <b>VA</b> Medical Office Assisting <b>VA</b> Pharmacy Technician

**\*\* Contact school directly for information**

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Frederick Academy of Real Estate		**	**	<b>Online</b> Principles & Practices of Real Estate
Frederick School of Cosmetology		**	**	Cosmetology
Gandhi Health Career Services	<a href="http://www.gandhihealthcare.com">www.gandhihealthcare.com</a>	**	**	Geriatric and Certified Nursing Assistant Training Pharmacy Technician Training  Phlebotomy Technician Training Program
GBBR® School of Real Estate (The)	<a href="http://www.gbbr.org">www.gbbr.org</a>	**	**	Principles & Practices of Real Estate
GBMC School of Radiography	<a href="http://www.gbmc.com/schoolofradiography">www.gbmc.com/schoolofradiography</a>	**	**	Radiography Technology
Goldenstar Education Center, Inc.		**	**	Nursing Assistant
Hair Academy - New Carrollton		**	**	Cosmetology Operator  Professional Barbering
Hair Academy II, Inc.		**	**	Cosmetology
Hair Expressions Academy-Paul Mitchell the School-Jessup		**	**	Cosmetology
Hair Expressions--Paul Mitchell Partner School		**	**	<b>VA</b> Cosmetology <b>VA</b> Esthetics
Harmon's Beauty School		**	**	<b>VA</b> Basic Cosmetology
Health Focus, Inc.	<a href="http://www.thehealthfocusinc.com">www.thehealthfocusinc.com</a>	**	**	Nursing Assistant Training
Healthcare Training Solutions, LLC		**	**	<b>VA</b> Nursing Assistant/Geriatric Nursing Assistant Certification
Holistic Massage Training Institute	<a href="http://www.holisticmassagetraining.org">www.holisticmassagetraining.org</a>	**	**	<b>VA</b> Massage Therapy Training

**\*\* Contact school directly for information**

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Institute for Advanced Montessori Studies		**	**	Elementary I & II Teacher Education  Elementary I Teacher Education  Infant and Toddler Teacher Education  Montessori Early Childhood Teacher
Institute of Health Sciences	www.instituteofhealthsciences.com	**	**	Electroneurodiagnostic Technology and PSG
IT Works Learning Center - Fayette	www.itworkslearning.com	**	**	Certified Nursing Assistant and Geriatric Nursing Assistant
IT Works Learning Center - Fayette	www.itworkslearning.com	**	**	Certified Nursing Assistant and Geriatric Nursing Assistant
Jane Addams Resource Corporation		**	**	CNC Fast Track Welding Fast Track
Johns Hopkins Hospital School of Cardiac Sonography	www.hopkinsmedicine.org	**	**	Echocardiography
Johns Hopkins Hospital Schools of Medical Imaging (The)	www.nursing.jhu.edu	**	**	<b>VA</b> Diagnostic Medical Sonography <b>VA</b> Nuclear Medicine Technology <b>VA</b> Radiology
Kahak Health Care Academy		**	**	Certified Nursing Assistant/Geriatric Nursing Assistant
Kirks Institute for Advanced Real Estate Studies		**	**	Principle & Practices of Real Estate for Salespersons
L'Academie de Cuisine - Gaithersburg		**	**	<b>VA</b> Culinary Arts <b>VA</b> Pastry Arts

**\*\* Contact school directly for information**



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Lawyers Advantage Career School		**	**	Principles & Practices of Real Estate
Long & Foster Institute of Real Estate		**	**	<b>Online</b> Principles Practices of Real Estate
Maritime Institute of Technology & Graduate Studies (MITAGS)		**	**	<b>VA</b> Able Seaman to Mate (plus optional extensions) <b>VA</b> Chief Mate/Master (CMM) <b>VA</b> Workboat Mate
Maryland Bartending Academy		**	**	Bartending (Mixology & Bar Operations)
Maryland Beauty Academy	www.baltimorestudio.com	**	**	Cosmetology Operator
Maryland Beauty Academy - Essex	www.baltimorestudio.net	**	**	Cosmetology Operator  Nail Technician
Maryland Beauty Academy - Westminster		**	**	Cosmetology Operator  Nail Technician
Maryland Center for Adult Training, Inc.		**	**	Certified Nursing Assistant
Maryland Center for Montessori Studies	www.greenspringmontessori.org	**	**	Montessori Early Childhood Teacher Certification
Maryland Dental Assistant School		**	**	Basic Administrative Dental Assistant Training  Basic Dental Assistant Training
Maryland Healthcare Training Center	www.mdhctc.com	**	**	Nursing Assistant/Geriatric Nursing Assistant
Maryland Institute of Criminal Justice		**	**	<b>VA</b> Polygraph Examiner
Maryland Real Estate Academy		**	**	Principles and Practices of Real Estate for Salespersons

**\*\* Contact school directly for information**

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Maryland School of Travel		**	**	Travel Agent Training
Medtech Institute		**	**	Medical Assisting  Medical Billing and Coding Specialist
MISS Health Care Training Institute		**	**	Certified Nursing Assistant
Montgomery Beauty School		**	**	Basic Cosmetology  Professional Barbering
Montgomery Montessori Institute		**	**	Early Childhood Montessori Teacher Education Course  Infant and Toddler Montessori Teacher Education
Morning Star Academy		**	**	Nursing Assistant
National Phlebotomy Association		**	**	<b>VA</b> Phlebotomy
New Millennium Real Estate School		**	**	Principles & Practices of Real Estate
North American Trade Schools		**	**	<b>VA</b> Building Construction Technology  Class B Commercial Drivers License  <b>VA</b> Combination Welding Technology <b>VA</b> Commercial Truck Driving  <b>VA</b> Diesel Technician <b>VA</b> Electrical Technology  <b>VA</b> Heating, Refrigerator,

**\*\* Contact school directly for information**

				Ventilation and Air Conditioning Technology VA Industrial Maintenance Motorcycle and Power Equipment Technology
<b>Private Career Schools</b> VA Programs are approved for the education of Veterans AND other eligible dependents. WIOA Programs are Eligible for Funding through the Workforce Innovation and Opportunity Act Online Programs are Available Online		<b>App Fee</b>	<b>Accepts Fee Waiver</b>	<b>Program Title</b>
NurseOne, Inc.		*	*	Certified/Geriatric Nursing Assistant Training
Nursing Assistant Academy (The)		*	*	Nursing Assistant Training
O'Brien Institute of Real Estate		*	*	Principles & Practices of Real Estate

**\*\* Contact school directly for information**

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Omega Studios' School of Applied Recording Arts (The)		**	**	<b>VA</b> Audio Engineering for Film and Television <b>VA</b> Audio Engineering for the Music Industry <b>VA</b> Audio Production Techniques <b>VA</b> Comprehensive Recording Industry <b>VA</b> Electronic Music Synthesizers and MIDI <b>VA</b> Essentials of Music Business and Artist Management <b>VA</b> Recording Engineering and Studio Techniques <b>VA</b> Recording Engineering and Studio Techniques
Perpetual School of Nursing Assistant		**	**	Nursing Assistant Training
Pittsburgh Institute of Aeronautics		**	**	Aviation Maintenance Technology
Potomac Massage Training Institute		**	**	Professional Training Program
Precise Academy		**	**	Certified Nursing Assistant
Premier Healthcare Institute		**	**	Certified Nursing Assistant (CNA)/Geriatric Nursing Assistant (GNA)
Professional Development Institute (The)		**	**	<b>Online</b> Principles and Practices of Real Estate (on-line delivery)  Real Estate Principles & Practices for Salespersons

**\*\* Contact school directly for information**

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Quality First Career Center, Inc.		**	**	Certified Nursing Assistant to Geriatric Nursing Assistant Training  Nursing Assistant Training  Phlebotomy
Real Estate Education Center of MD	www.portal.recampus.com	**	**	Principles and Practices of Real Estate for Salespersons <b>Online</b> Principles and Practices of Real Estate for Salespersons
Real Estate Empower		**	**	Real Estate Salesperson Pre-Licensing Program
Real Estate Institute (The)		**	**	Principles & Practices of Real Estate
Real Estate License Shop		**	**	<b>Online</b> Principles and Practices of Real Estate for Salespersons
Regency Beauty Institute	www.regency.edu	**	**	Cosmetology
Robert Paul Academy of Cosmetology Arts & Sciences		**	**	<b>VA</b> Cosmetology Operator <b>VA</b> Manicuring
Sheffield Institute for the Recording Arts (The)	www.sheffieldav.com	**	**	<b>VA</b> AudioWorks <b>VA</b> Careers in TV/Radio  <b>VA</b> TechWorks <b>VA</b> VideoWorks
Southern Maryland Association of REALTORS Real Estate Academy		**	**	Principles & Practices of Real Estate
Southern MD Tri-County Community Action Com.		**	**	Commercial Drivers License

**\*\* Contact school directly for information**

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Stein Academy - School of Health, Technology & Car		**	**	EKG/ECG Technician  Geriatric/Certified Nursing Assistant  Medical Assistant Training  Nurse Technician/Patient Care Technician  Pharmacy Technician Training  Phlebotomy Technician
Stella Maris, Inc.	www.stellamarisinc.com	**	**	Geriatric Nursing Assistant Training
The Academy of Makeup		**	**	Makeup Artistry
THE TEMPLE Annapolis: A Paul Mitchell Partner School		**	**	Cosmetology
THE TEMPLE: A Paul Mitchell Partner School		**	**	<b>VA</b> Cosmetology
TLC Nurse Aide Training		**	**	Nurse Aide Training
Top Knowledge Healthcare Institute		**	**	Nursing Assistant
Trinity Nursing Academy, Inc.		**	**	Certified Nursing Assistant
Tristar Academy Inc.		**	**	Principles and Practices of Real Estate for Salespersons
Vision Allied Health Institute		**	**	Certified/Geriatric Nursing Assistant Training Program
Von Lee International School of Aesthetics		**	**	<b>VA</b> Esthetics: Skin Care and Make Up
Washington School of Photography		**	**	<b>VA</b> Professional Photography
Weichert Real Estate School		**	**	Principles & Practices of Real Estate

**\*\* Contact school directly for information**

District of Columbia Schools		Application Fee
American University	<a href="http://www.american.edu">www.american.edu</a>	65
Catholic University	<a href="http://admissions.cua.edu">admissions.cua.edu</a>	0
Corcoran College of Art	<a href="http://www.corcoran.edu">www.corcoran.edu</a>	45
Gallaudet University	<a href="http://www.gallaudet.edu">www.gallaudet.edu</a>	50
George Washington University	<a href="http://www.gwu.edu">www.gwu.edu</a>	75
Georgetown University	<a href="http://www.georgetown.edu">www.georgetown.edu</a>	65
Howard University	<a href="http://www.howard.edu">www.howard.edu</a>	45
Potomac College	<a href="http://www.potomac.edu">www.potomac.edu</a>	50
Strayer University	<a href="http://www.strayer.edu">www.strayer.edu</a>	50
Trinity Washington University	<a href="http://www.trinitydc.edu">www.trinitydc.edu</a>	40
University of Phoenix	<a href="http://www.phoenix.edu">www.phoenix.edu</a>	0
University of the District of Columbia	<a href="http://www.udc.edu">www.udc.edu</a>	75

# What To Do After Completing the FAFSA

There is more to just completing the FAFSA. Refer to the tips below to ensure you are satisfying all steps in the financial aid process.

- Based on your FAFSA data, the government creates a Student Aid Report (SAR) and sends it to you, via e-mail and to all the colleges you listed on your FAFSA. Review your SAR for accuracy. If necessary, correct inaccurate items online at [www.fafsa.gov](http://www.fafsa.gov).
- If you did not use the IRS Data Retrieval Tool when completing your FAFSA online, please go back in and select that option to ensure that data presented is accurate.
- Promptly respond to any school that requests additional information or documents, such as IRS Transcripts or verification worksheets.
- If you have extenuating circumstances, such as a change in income or large medical expenses, provide detailed information about those circumstances to the Office of Financial Aid.
- You will receive an “Award Notification” from each college you have been accepted to. Compare all awards. Understand what you are being offered. Most financial aid funds have conditions for receipt and renewal, such as earning a certain grade point average (GPA) or being enrolled full-time. Contact the college’s Office of Financial Aid if you have any questions about your award.
- Finalize your financial plan. Accept the offer of your choosing.
- Complete the promissory note for any loan(s) you are offered and wish to accept. Make sure you read and understand all of your loan rights and responsibilities. Check with the college’s Office of Financial Aid regarding any loan counseling you must complete before you may receive the loan proceeds.
- If you have been awarded student employment, find out the details of possible job opportunities, how to apply for jobs, and what the wages are.
- Promptly notify your college’s Office of Financial Aid of any outside or private scholarship, grant, or other type of student aid you expect to receive.
- Make copies and maintain files of all application materials for future reference.
- Complete the FAFSA annually to continue receiving financial aid!



# Maryland College Application Campaign (MCAC) FAFSA Completion Event Form



As part of the MCAC initiative, you are required to host or participate in a FAFSA Completion event. It is important to note that the FAFSA will be available October 1, 2016 this year so planning should include both the college application and the FAFSA completion. If you need assistance combining the two events, please contact Sharon Hassan for assistance at [www.collegegoalmaryland.org](http://www.collegegoalmaryland.org).

## Briefly describe your FAFSA Completion Event:

Exact Name of Event		
2016 Event Date/s:		
Site Address:		
City, State, & Zip Code:		
County :		District:
Name of Site Coordinator:		

Site Coordinator's Phone:

Site Coordinator's Fax:

Site Coordinator's Email:

Will the site coordinator or designee be able to attend required meetings?

☐ Yes ☐ No

Was this site also a 2015 FAFSA Completion site?

☐ Yes ☐ No

What is the maximum number of students your site can accommodate?

What is the total number of high school seniors eligible to complete a FAFSA?

Do you have capabilities to help families complete the FAFSA on the Web (FOTW)?

☐ Yes ☐ No

If yes, what is your maximum computer availability?

Name of Person Completing this Form:

Phone Number of Person Completing this Form:

Signature of Person Completing this Form

Date

Form must be completed and emailed to:  
Michelle Daley, MCAC Coordinator  
[Michelle.Daley@maryland.gov](mailto:Michelle.Daley@maryland.gov)

# FAFSA Completion Event Reminder

## Assistance with Your Free Application for Federal Student Aid (FAFSA)

Date: [Enter the date or dates of your high school event]

Time: [FAFSA Completion Event Time]

Location: Event should be held at MCAC site however students may participate in existing FAFSA Completion events

### Contact Info

Host:

Contact Phone Number: [This should be a school contact]

Contact Email: [Email for FAFSA Completion Event]

### What to Bring

The following items are what you should bring to the event.

- Yours and your parents Personal Identification Number (PIN number), if you have been assigned one. You should have registered for your FAFSA ID during [Name of State's MCAC program]. If you do not already have a FAFSA ID or if you have forgotten your FAFSA ID and need to retrieve it, you can go here: [www.pin.ed.gov](http://www.pin.ed.gov). Be sure to do this prior to the event!
- If you have previously completed a FAFSA Worksheet, please bring it with you.
- Your Social Security Number (SSN).
- Your driver's license (if any).
- Your parents' 2015 W-2 forms (if you are a dependent student). If you earned income in 2015, you should also bring your 2015 W-2 forms.
- Your 2015 untaxed income records (e.g., Veteran's non-education benefit records, child support received, workers compensation).
- Your current bank statements.
- Your current business and investment mortgage information, business and farm records, stock, bond and other investment records.
- Your resident alien registration or permanent resident card (if you are not a U.S. citizen).

For more information, visit the: [www.Collegegoalmaryland.org](http://www.Collegegoalmaryland.org).

*Congratulations! You are taking the first step necessary for going to college – applying! Be aware, there are several things you will need to do after today to complete the college application process. Most importantly, as part of this event, you will have an opportunity to begin the process of submitting a Free Application for Federal Student Aid (FAFSA) which will help you determine the financial aid you are eligible to receive.*

Go to the college application website and find the colleges to which you are prepared to apply.

If there is an application fee – talk to your school counselor about a fee waiver.

Complete the application(s) to the colleges and universities to which you want to apply.

Make note of any additional items you need to submit with your application (essay, transcripts, SAT or ACT scores, recommendation letters) and  
**SUBMIT!**

Print out a copy of your confirmation page if you applied online. Keep the confirmation page or a copy of the application for your records! Your **College Portfolio** is a good place to keep it!

Register for your FAFSA PIN – you will need this to complete your Free Application for Federal Student Aid form in January. Many grants, loans, and scholarships will require a FAFSA so this is a very important step. Go here to register for your FAFSA PIN: <http://www.pin.ed.gov>

After you submit your college application and register for your FAFSA PIN, be sure to submit the MCAC student survey. Your feedback is extremely important to us.

Complete the student sign-out sheet before you leave the computer lab. You will need to list the colleges for which you applied, whether you completed the FAFSA PIN process and if you registered for the College Goal Maryland FAFSA Completion Events.

Follow-up! Make sure you submit any additional information the colleges you applied to require. This could include recommendation letters, test scores, and high school transcripts.

**Remember to put October 1 on the calendar to begin filling out the FAFSA!**

## **Maryland College Application Campaign Volunteer Thank You Letter**

(School Logo)  
(School Address)  
(Date)

Dear (Volunteer Name),

On behalf of (Name of Your High School) and our students, I would like to personally thank you for volunteering your time at our Maryland College Application Campaign event. This event was a huge success because of your help and the help of many others who volunteered their time.

During the Maryland College Application Campaign, (number of seniors who submitted college applications) seniors submitted (number of college applications submitted) college applications. Thanks to our seniors' hard work and the assistance of volunteers like you, they are one step closer to actualizing their dreams of attending college!

Once again, (Name of Your High School) thanks you for your efforts and contribution of time at our College Application Campaign event! We look forward to seeing you throughout the school year and especially at our event next year.

Thank you!  
(Site Coordinator or Principal's Name)  
(Site Coordinator or Principal's Title)

# **Prince George's County Public Schools College Application Week**

## **Sample Resources**

September 8, 2016

The American College Application Campaign (ACAC) is a national effort to increase the number of first-generation and low-income students pursuing a college degree or other higher education credential. The primary purpose of this effort is to help high school seniors navigate the complex college admissions process and ensure they apply to at least one postsecondary institution. The effort occurs during the school day, with a focus on students who might not otherwise apply to college. See the attached info flyer and brochure. Your school site has been selected to participate in the Maryland College Application Week pilot for the 2016-2017 School Year. Outlined below are most of the requirements of individual schools:

- ❖ Select a school coordinator for the American College Application Campaign
- ❖ Select a team to plan the initiative (dates of event, schedule to access students, process to inform parents, assign a location for the event)
- ❖ Designate a week for the event (October 17-21, 2016)
- ❖ Request school and community volunteers to assist with the event
- ❖ Advertise the event to members of the Class of 2017
- ❖ Encourage students to select their top three college choices, complete a template admission form, write a general essay and a personal statement prior to Oct.17
- ❖ Assist students with the application process on the date of the campaign (groups of about 30)
- ❖ Report application outcomes to the ACAC sponsors

Sincerely,

Edrika Hall



## Prince George's County STEPS GEAR UP Program

### College Application Campaign Week

November 10–14, 2014

Approximately 90 percent of middle grade students say they plan to go to college, yet only about two-thirds of students do.

For many reasons, by senior year many students believe they are unprepared or unable to achieve the college dream.

The STEPS GEAR UP College Application Week encourages students to take a significant step toward college by providing assistance and creating enthusiasm during the application process.

The goal of **STEPS GEAR UP College Application Week** is to ensure every graduating high school senior completes at least one application. A special focus is placed on students who would be the first in their families to attend, low-income students, or students who may not have otherwise considered applying.

### What is College Application Week?

- The primary purpose of this effort is to help high school seniors navigate the complex college admissions process.
- The application process can be daunting, even for students surrounded by a support system of caring adults.
- Host sites set aside time and space during the school day with computer and internet access. Paper applications are acquired where necessary.
- Host sites set a goal of 100 percent of all graduating seniors to filling out AT LEAST one application to a postsecondary institution by the conclusion of College Application Week.
- The American College Application Campaign is a national effort to increase the number of first-generation and low-income students pursuing a college degree or other higher education credential.



**Contact:**  
Edrika Hall  
Instructional Specialist,  
Career Academy Programs  
301.669.6012  
edrika.hall@pgcps.org

Maryland American College Application Week



## Prince George's County STEPS GEAR UP Program

### College Application Campaign Week

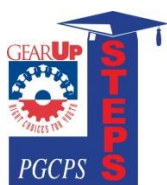
November 10–14, 2014

# ACAC AMERICAN COLLEGE APPLICATION CAMPAIGN<sup>11</sup>

## SAMPLE SCHEDULE OF CLASSES BY COURSE AND STUDENT GROUPS

	<b>Tuesday Oct. 18<sup>th</sup> A day</b>		<b>Wednesday Oct. 19<sup>th</sup> B day</b>	
<b>Computer labs--</b>	<b>A219</b>	<b>218</b>	<b>A219</b>	<b>218</b>
<b>1 Period</b>	<b>12 Adv Placement Liter</b>		<b>Planning Period</b>	
<b>7:45AM</b>	<b>STUDENT GROUP 1</b>	<b>STUDENT GROUP 2</b>		
<b>2 Period</b>	<b>English/Lang Art 12</b>		<b>English/Lang Art 12</b>	
<b>9:15AM</b>	<b>STUDENT GROUP 1</b>	<b>STUDENT GROUP 2</b>	<b>STUDENT GROUP 1</b>	<b>STUDENT GROUP 2</b>
<b>3 Period</b>	<b>Planning Period</b>			
<b>10:45AM</b>				
<b>4 Period</b>	<b>English/Lang Art 12</b>		<b>Adv. Placement Liter</b>	
<b>12:55PM</b>	<b>STUDENT GROUP 1</b>	<b>STUDENT GROUP 2</b>	<b>STUDENT GROUP 1</b>	<b>STUDENT GROUP 2</b>
<p><b>*Each period is 90 Minutes in length</b></p> <p><b>**In addition to the schedule above, volunteers will receive a roster of the students from the teacher's class.</b></p> <p><b>**November 21<sup>st</sup> will be our make-up day for students who missed school or need additional support.</b></p>				





## **I Applied...Now What? <sup>11</sup>**

### **OK, so you've applied to college and that's great, but what happens now?**

Applying is one of the first steps on your path to attending college. Keep in mind that it may take a couple of months for the college or university to get back to you. Here's a step-by-step guide for what to do in the meantime:

Once you've submitted your application, make sure that you've turned in everything you need in order for the college to consider you as a potential student. Have you:

- Submitted your application fee (if the college charges a fee)?
- Submitted any required transcripts to the college?
- Submitted your letters of recommendation (if required by the college)?
- Submitted your essay (if required by the college)?

Even after you're accepted to a college, there's still a lot of work to do to make your final decision and get ready. You'll want to consider what financial aid is available to you at the colleges you're considering, and you'll want to decide if you want to live on campus or commute. Of course, once you decide on a college, you'll need to register as a new student and enroll in classes. Here are a few of the items you'll need to consider later this year.

**Financial Aid:** Sometime after January 1<sup>st</sup>, you'll need to complete the Free Application for Federal Student Aid (FAFSA). If possible, you should complete the FAFSA before March 1, because that's the deadline for many state-level scholarship programs.

**You can get in-person, confidential assistance completing the FAFSA by attending a College Goal Sunday (CGS) workshop.** To learn more, visit <http://collegegoalsundaymd.org/>.

Explore the "cash for college" resources available on [http://www.nasfaa.org/students/About\\_Financial\\_Aid.aspx](http://www.nasfaa.org/students/About_Financial_Aid.aspx) to learn about all of the state and federal financial aid opportunities available to you. Also explore the financial aid options available through the Maryland Higher Education Commission at <http://www.mhec.state.md.us/financialAid/descriptions.asp>. Visit college and university websites to see what sort of financial aid and scholarship programs are offered at the school you plan to attend. Complete and submit applications for as many scholarships, grants, and other financial aid awards as you can find!

**College Application & Exploration Week is sponsored by STEPS GEAR UP as a part of the American College Application Campaign**

**Prince George's Public Schools  
College Application Week Stickers**



# **Charles County Public Schools College Application Week**

## **Sample Resources**

# **Charles County Public Schools Maryland College Application Campaign Best Practices**

## **April**

- District coordinator meets with high school principals to explain the goal of the campaign and to secure their approval

## **May**

- District coordinator schedules district planning committee meeting in May ( junior & senior counselor, college and career advisors, community college admission representatives, district communication specialist, district English specialist & education talent search representative)
- District communication specialist drafts communication about campaign home to Junior parents
- District English specialist communicate MCAC campaign to Junior English teachers

## **June**

- Junior Counselors and college advisors visit Junior English classes to explain campaign and the college search assignment
- Junior Counselors remind students to take the ACT/SAT in September
- Junior English teachers assign Junior students the college research assignment to be completed before they leave for summer

## **August**

- District Coordinator coordinates with community college admissions representative
- Coordinate a community college schedule for the week of campaign
- District coordinator meets with communication specialist to promote campaign: website promotion, district television station

## **September**

- District planning committee meeting scheduled for early September
- District English specialist communicates MCAC campaign to Senior English Teachers
- Senior English teachers assign senior college essay and resume assignment in late September and early October

- Senior Counselors and College advisors coordinate with administrator ( schedule computer labs, schedule Senior English classes to complete applications, promote the campaign to staff to write recommendations)
- District coordinator mails letters to retired teachers to volunteer to assist students with computers, and answer questions
- District coordinator make sure community college admissions representatives scheduled at each school during the week of campaign
- District coordinator promote the MCAC campaign during Charles County Public Schools Annual College Fair
- MCAC flyer given to seniors, county website, letter home from principals

### **October**

- District planning committee meets to review data being captured, student survey, FAFSA connection,
- District coordinator makes sure MSDE survey link /shortcut is on all computers being used by students
- Email blasts to Senior students
- Site team plan school wide activity for the campaign week
- Schedule retired teacher volunteers
- Site coordinators prepare Senior transcripts
- Site coordinators prepare fee waivers for eligible students

### **Week Before the Campaign**

- Site coordinators make sure computer labs ready
- Site coordinators make sure English class schedule coordinated to visit computer labs
- Site coordinators make sure volunteers scheduled to monitor students on computers

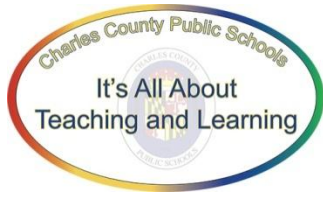
### **Week of the Campaign**

- Senior students come down from scheduled Senior English classes

- Retired teachers volunteers available to assist students with computer entry
- Retired teachers volunteers make sure every student completes the survey before they leave the computer lab
- College advisors review FAFSA information with students while in the computer lab
- Community college admissions representatives available to assist students with completing online application
- College advisors give students financial aid night date

#### **Financial Aid Night**

- Parents able to register for a FSA ID
- Partner with community college financial aid advisors to provide **financial aid information to parents at each high school**



**Charles County Public Schools  
(School Name) High School  
Maryland College Application Week  
October 19-23, 2015**

*When considering why you should go to college, it's worth imagining what your life is going to be 10, 20 or even 30 years down the road – as overwhelming as that may seem. Where do you want to be today, tomorrow and in the future? Attending college will help you answer these questions, develop a realistic plan for accomplishing your goals, and equip you with the knowledge and skills you'll need to see your goals through to the end.*

*Degree College*

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## **What is College Application Week?**

- The American College Application Campaign is a national effort to increase the number of first generation and low-income students pursuing a college degree or other higher education credential.
- The Maryland College Application Campaign (MCAC) makes applying for college easier by providing students with step by step help to complete the college application process.
- The goal of this campaign is to ensure that every graduating senior completes at least one college application.
- The campaign will take place during the school day, with volunteers available to assist students with applying for college online.
- The goal is to increase the number of seniors completing an application who otherwise would not apply to college.
- For more information, please contact your school's College and Career Advisor.

## **SAMPLE- You may tailor for use in your school system.**

### **Charles County Public Schools Pilots State Program to Help Seniors Learn College Application Process**

Charles County Public Schools (CCPS) is piloting the Maryland College Application Campaign Week next month to assist high-school seniors in applying to college, with the goal of each student submitting at least one application to the college, university or technical school of their choice. During the week of Oct. 19-23, seniors at several Charles County high schools will participate in the campaign by working with school staff and volunteers during the school day to submit at least one complete application.

In 2014, the Maryland State Department of Education (MSDE) piloted the campaign in 21 high schools with more than 1,900 students participating statewide. While the campaign targets all high school seniors, activities focus on educating first generation and low-income students in how to successfully research and complete the college application process. According to Alicia Jones, the supervising school counselor for CCPS, some students do not complete college applications because they do not know how to start or even complete the process. “Our goal for this campaign is for every graduating senior to complete at least one college application. We will teach them how to step-by-step and walk them through the process,” she said.

In order to prepare for the campaign, high school English teachers have been working with their students to complete essential parts of most college applications, including a written essay, resume and letters of recommendation. This year’s senior class of students worked on a college fit/application worksheet as juniors last school year as part of a required English III graded assignment. As part of the assignment, students were required to research four possible colleges, universities or trades schools they were interested in learning more about. Part of the worksheet also required students to list their extra-curricular activities and test scores in preparation for including this information on an application.

Most colleges and universities charge prospective students a fee to submit an application, but many community colleges such as the College of Southern Maryland (CSM) offer free applications. As part of the campaign, CSM admissions staff will attend each participating school Oct. 19-23 to work with students on completing a free CSM application. Most students complete a CSM placement test as juniors. Seniors who apply to CSM during Maryland College Application Week will already have test scores on file as part of their application.

Schools participating in the CCPS pilot program are Henry E. Lackey, La Plata, Maurice J. McDonough, Thomas Stone and Westlake high schools. College and career advisors at these schools are coordinating activities to highlight the upcoming campaign and are helping to connect students with resources to learn more about applying to college and planning for their future after graduation. These activities also include a focus on the FAFSA, or the Free Application for Federal Student Aid and helping students collect the data needed to complete a FAFSA. Results from a student’s FAFSA help colleges and universities determine amounts of financial assistance or scholarship opportunities.



Some students may qualify for application waivers and/or SAT/ACT exam waivers through CSM's Educational Talent Search (ETS) program. This program is federally funded by the U.S. Department of Education and supports Charles County community members ages 11-27 in their search to access higher education. Eligibility is based on criteria such as family income, age, and if the participant is a first-generation college student, secondary school dropout or veteran. The ETS program also provides academic, personal and peer counseling, assistance with college orientation and tours, tutoring resources, SAT/ACT preparation courses and career orientation activities. Students interested in finding out if they are eligible for support through the ETS program can call 301-934-2251 to request an eligibility application.

A copy of the college fit/application worksheet, as well as a list of application fees for Maryland schools, is posted on the CCPS website at <http://www.ccboe.com/Departments/counseling/docs/MarylandCollegeApplicationCampaignWeek1516.pdf>. High schools will also be hosting financial aid workshops later this school year to walk students and parents through the process of researching aid and completing scholarship applications and the FAFSA. For more information, contact Alicia Jones at [aaajones@ccboe.com](mailto:aaajones@ccboe.com) or call the college and career advisor at your child's school.

Alicia Jones will be featured on an upcoming edition of Comcast Newsmakers to discuss the Maryland College Application Campaign Week and the school system's participation in the program. Check your cable provider to see which channel features the show.

**Maryland College Application Campaign**

**Sample Charles County Public Schools  
District Planning Team  
Agenda  
10/12/2015**

**1. Student Data form**

- Every senior must complete the survey online

**2. Volunteer Survey**

- Review the list of duties to assist you during the campaign

**3. FAFSA Completion Event Form**

- Financial Aid night activities-
- Complete the form

**4. NACAC fee waiver**

**5. What to do after completing the FAFSA**

- Seniors must create a FAFSA ID

## **Maryland College Application Campaign (MCAC)**

1. MSDE sponsored
2. MCAC for the class of 2016
3. The goal is to increase 1<sup>st</sup> generation and low income students applying for post-secondary education
4. The goal is attained by assisting them with the College Admission process
5. Each school will have a site coordinator
6. MSDE will provide training 4/29 – teleconference option
  - Implementation
  - Recruit volunteers
  - Student Participation
  - Secure Application fee waiver for low income
  - Data collection and reporting
  - No cost to join the campaign or participate
7. Promote the awareness of college preparedness and application process

# **SAMPLE College Fair Flyer**



## **Maryland College Application Week October 19-23**



### **What is the Maryland College Application Week?**

- The goal of Maryland College Application Campaign (MCAC) Week is to help high school seniors navigate the college application process and to increase the number of seniors completing at least one college application
- MCAC is a national effort to increase the number of first generation and low-income students pursuing a college degree or other higher education credential
- To give high school seniors step by step help with completing a college application
- Senior English teacher will teach students how to write a college essay
- Content Area Teachers will be available to write college recommendations for students
- The campaign will take place during the school day and volunteers will be available to assist students with applying for college online
- For more information, please contact your school's College and Career Advisor

Maryland College Application Campaign Activities (MCAC) 2015 Planning Meeting June 8, 2015	
Pre Event Preparation	
June 2015	Identify a school wide planning team- counselors, teachers, administrators, CSM and Talent Search
	Put MCAC Week on your school calendar ( October 12-16)
	Meet with your Junior English teachers ASAP
	Meet with School Principal (Draft letter to give to juniors)
	Ask Junior English Teachers to dedicate an in class assignment for juniors to complete College preparation material before they leave for summer vacation ( <b>College Fit Worksheet</b> and <b>College Application Worksheet</b> )
	<b>Prepare Juniors for the MCAC event</b> -Schedule to visit Junior English Classes to Kick Off the Campaign ASAP
	Identify and reserve site for college application day (Computers labs, laptops)
	Identify students needing fee waivers for ACT and SAT ( order more if needed)

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	Put MCAC Week on your school calendar ( October 12-16)
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	Identify students needing fee waivers for ACT and SAT ( order more if needed)

Maryland College Application Week October 19-23, 2015		
September- District Planning Team Meeting		
September 2015	Advertise the College Application Week in your school	
	Robo Calls about the campaign to seniors	
	Maryland College Application Week Letter home to seniors	
	Review with your principal the Maryland College Application Week goals	
	Reserve computer labs during the week of October 19-23 for college application day (Computers labs, laptops)	
	Visit Senior English classes- English Specialist will notify Senior English teachers about the College Application Campaign Week	
	Senior English assignment- College essays- coordinate with English Teachers	
	Promote the College Application Week with your staff at staff meeting	
	Provide staff with tips on writing college recommendations letters	
	Identify students for ACT and SAT fee waivers	
	Set up College Application date for CSM with each High School- CSM Admissions Director coordinate dates	
	Identify what services talent Search can provide each high school	
	Set up schedule for seniors to use computer labs to complete applications	
	Provide information for seniors about the College Application Week Campaign	
	Seniors attend College Fair- look for colleges to apply to for campaign	
	<b>Promote College Fair on September 16- students should be identifying colleges to apply to for the College Application Week Campaign (Build Awareness)</b>	
	Maryland College Application Week Postcard reminder provided in College Fair bags for students	
	Provide Maryland College Application Week information for College fair reps- provide waivers for students applying to their schools	
	<b>Recruit volunteers</b> ( PTO, Talent Search Counselors, PTO, alumni, former teachers)	
	You will need additional staff to assist during this week	
	I will check with HR for list of retired teachers to invite to volunteer	

**Maryland College Application Week  
October 19-23, 2015**

**October - District Planning Team Meeting**

<b>October 2015</b>	Hold a Kick Off Assembly or Celebration	
	Plan school wide activities-morning announcements, college t shirt day, college bulletin boards, ask me signs, morning announcements, invite guest speakers, Door decorating Contest	
	College Wall bulletin boards	
	Students complete College Essays in Senior English Classes	
	Seniors complete Resumes for applications	
	Coordinate CSM college application completion day at your school	
	Organize computer schedule for seniors to complete application	
	Give students student instruction sheet	
	Students register for the FAFSA Pin	
	Students MUST complete Senior online survey to capture their participation in the campaign	
	Prepare high school transcripts	
	Organize volunteers	
	Prepare Ask Me! tags for volunteers	
	<b>NACAC Fee Waiver</b>	
	Promote Financial Aid Night for November or December (FAFSA Completion information)	

**Sample Maryland College Application Week**  
**October 19-23, 2015**

**November District Planning Team Meeting**

[illegible]



## **SAMPLE VOLUNTEER LETTER**

September 17, 2015

Dear Retired Charles County Public School teacher:

We are sending this correspondence to inform you about the Maryland College Application Campaign Week, Charles County Public Schools is participating in during the week of October 19-23, 2015. We need your help to assist us in helping graduating seniors with the college application process and to increase the number of students applying for college.

The goal of Maryland College Application Week is to make applying for college easier by providing students with free, on-site help filling out college admission applications and completing other college preparation tasks. The high schools listed below are participating in this campaign during the week of October 19 – 23. If you are available to volunteer during the campaign, please contact a school below to volunteer.

- Lackey – Conchita Walls, College and Career Advisor – 301-934-7472
- La Plata - Tara Campbell, College and Career Advisor- 301-934-7448
- McDonough - Wanda Welch, College and Career Advisor - 301-392-5510
- Thomas Stone – Ava Morton, College and Career Advisor – 301-392-5508
- Westlake – Gail Stone, College and Career Advisor – 301-392-5509

The success of this program depends, in part, on support from our local community. If you have any questions or need further information, please contact the above College and Career Advisor via the information provided.

Sincerely,

**SAMPLE MARYLAND COLLEGE  
APPLICATION CAMPAIGN  
WEEK BANNER**



# **Wicomico County Public Schools College Application Week**

## **Sample Resources**



## **Conduct a College Application Family Night**

- Kick-off to the week long campaign with a College Application Family Night
- Conduct a Question and Answer session about the college application process, what to do in regards to SAT scores, transcripts, and letters of recommendation



-Create the **college going-culture** buzz around the school by posting names all around the school building

-Get the support of Art classes to help decorate your school

## **Create College Fun Facts on the Daily Announcements**

### **Example of Fun Facts:**

- 1) 60% of college freshman took at least one Advanced Placement (AP) class in high school.
- 2) \$2.9 billion in federal grant money was left unclaimed by high school seniors last year.

### **CREATE FUN FACTS ABOUT YOUR SCHOOL AND/OR SCHOOL SYSTEM**

At lunch, if students could answer questions about those Fun Facts, they could earned treats such as candy bars, etc.

## CAUSAL DAY FOR STAFF

Casual Day for staff who wears a college/university, military, or trade school article of clothing.

Also create lanyards that detail fun facts about the institution they wear.



On the same day as the staff casual day you may ask students to wear their favorite college/university, military, or trade school gear as well.





## *An Invitation to Contribute to our **Student Perspectives Blog***

### **We Value Students' Viewpoints**

That's why we're inviting students to become occasional or regular contributors to our online family of blogs.

### **What Goes into a "Blog"?**

Think of this as a way to tell a true short story about a particular aspect of your life. In this case, we're interested in your aspiration to attend college. You can write something that makes us laugh, cry, reflect, think—or all these together.

### **What Should I Write About?**

Hopes, fears, dreams, challenges. Your plan to get to college. Your determination to apply. Your expectations about the application process and how you'll get through it. Your reflections on what it takes to get into college these days—and how this affects you. Who is supporting you? Who *should* support you? Use your imagination.

### **How Do I Submit a Blog Post?**

In writing:

- ✓ 100-300 words, more or less, in your own words
- ✓ A photo, video clip, link, or illustration to jazz things up, if possible

By video:

- ✓ iPhone video file (up to 1 minute)

Submit to:

[info.msde@maryland.gov](mailto:info.msde@maryland.gov)

### **Subject Line:** "Student Blog"

Be sure to include your full name, school & district, grade, and phone number (for MSDE contact with you only)





**MARYLAND COLLEGE  
APPLICATION CAMPAIGN**



**Karen B. Salmon, Ph.D.**  
*State Superintendent of Schools*

**Andrew R. Smarick**  
*President, State Board of Education*

**Larry Hogan**  
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